



---

---

## ASUN Operating Procedure – 4009

---

---

---

### Operating Procedure Synopsis

---

**Title:** Faculty/Staff-Initiated Alerts on Students (Early Alert and Save Our Semester (SOS))

**Approval Date/Revision Date(s):** 11/2020, 12/2021

**Review Date(s):** 11/2017, 11/2019

**Executive Cabinet Liaison:** Vice Chancellor for Student Affairs

**Responsible Manager:** Dean for Admissions and College Engagement

---

#### A. Purpose and Scope

This operating procedure is designed to outline the process for referring students to student support services. This operating procedure is applicable to those faculty and staff members who observe actions or behaviors from students that need early intervention from ASUN staff.

---

#### B. Definitions

---

N/A

---

#### C. Procedures

---

- The Dean for Admissions and College Engagement communicates the purpose, process, and timeline for Early Alert and Save Our Semester (SOS) with ASUN faculty.
- An ASUN employee observes a behavior or action from a student and wants to intervene on the student's behalf.
- An ASUN employee submits an Early Alert via the electronic form on the student's behalf.
- The Dean for Admissions and College Engagement (or designee) makes initial contact with the student via email and text. A phone call is used for follow up.
- Student responds to initial communication from the Dean for Admissions and College Engagement (or designee).
- The Dean for Admissions and College Engagement (or designee) and the student discuss the EarlyAlert submission. The Dean for Admissions and College Engagement (or designee) informs the student of resources internal and external to the institution that promote student success.
- The Dean for Admissions and College Engagement (or designee) follows up with the ASUN employee who submitted the Early Alert to inform them of the conversation that took place.

During each 16-week term, the Early Alert form is available from the end of reinstatement period through mid-term. The Save Our Semester form opens the date mid-term grades are due. It closes two days prior to the last day to withdraw. This allows adequate time to notify students and gives them enough time to submit a request to withdraw form should they need to do so.

\*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

---

## D. Related Information

### Fast Terms

Since these terms are nineteen to twenty week-days long, there is not adequate time to process Early Alert & SOS for them. It is assumed that students who enroll in fast terms comprehend the brevity and intensity of the courses, and that they are academically poised for this type of endeavor. Before the start of fast terms, a student success message is sent to each student who enrolls in a fast term.

---

Early Alert Form- [Early Alert Form](#)

Save Our Semester (SOS) Form-[SOS Form](#)