

Early Warning: Faculty

Faculty are encouraged to submit an early warning for any student who may be struggling with course material or any other issue that may cause them to be less academically successful in a course. Early Warnings, also referred to as an alert, can be [submitted online](#) any time between the end of add / drop and the middle of the semester

These alerts may be submitted en masse for students in a single class, based on alert reason. Faculty can receive additional feedback when action is taken on the alert by an office on campus. You may not hear back from every submission, please see the reference chart for further details

Creating alerts automatically generates related tasks for students (see chart below). Students will be notified of these tasks via email and academic support staff are able to view these alerts and their related tasks when working with students

How to Submit an Early Warning

First, select the **course subject and number** by typing it in the search box. Note: faculty information in the top box will auto populate. If your course doesn't load in the search box, please submit a [CRM ticket](#) with a screenshot

UM-Dearborn Faculty Early Warning Form

Faculty Information

Faculty Name *	Jocelyn Young Huinder
UniqName	jocelyny
Campus Email *	jocelyny@umich.edu

Course Information

Course Subject and Number
EXAMPLE: Math 101

If your course is not populating, please submit a CRM ticket.

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Select an **alert reason** from the drop down menu (see below for more detailed information on what action each alert reason will trigger in the system)

UM-Dearborn Faculty Early Warning Form

Course Information

Course Name: MATH 115

Term: Fall 2022

Alert Reason *
Please select...
Please select...
Poor Performance Test/Assignment
Missing/Late Assignment
Attendance Concern
Participation Concern
Tutoring Recommended
Low Mid-term Grade
Other

Alert Student Name

Submit

Select the **checkbox** next to Alert for each student listed (class roster will auto populate) and then fill in **comments** as necessary, then click **Submit**

UM-Dearborn Faculty Early Warning Form

Course Information

Course Name: CRM 101

Term: Fall 2022

Alert Reason *
Attendance Concern

<input type="checkbox"/> Alert	Student Name	Uniqname
<input type="checkbox"/>	Young-Huinder, Jocelyr	jocelyny
<input checked="" type="checkbox"/>	Sanders, Barry	ejsavage

Comments

Submit

After you have submitted this form, you have the option to continue submissions, either for the same class (you may choose a different alert reason) or a different class by selecting from the provided hyperlinks

Thank you!

[Click this link to send alerts to a **different** class](#)

[Click this link to send alerts to the **same** class](#)

Alert Reason	Task(s) Assigned to Student	Office(s) Responsible	Student Directed Back to Faculty?	Feedback Provided to Faculty*
Poor performance on a test or significant assignment	Review tutoring services Contact professor	Office of Academic Success	Yes	Yes
Missing/Late assignment	Check Canvas / Syllabus	Advising	No	No
Attendance concern	Make appt with advisor	Advising	No	Yes
Participation concern	Contact professor	Advising	Yes	Yes
Tutoring recommended	Review tutoring services	Office of Academic Success	No	Yes
Low mid-term grade	Review tutoring services Contact professor Make appt with advisor	Office of Academic Success Advising	Yes	Yes
Other	No task assigned to student due to the wide variety of reasons this alert can generate	Office of Academic Success	No	Yes

*Please note, as this feature is being piloted, you may not hear back for every submission