



Connect

When to Close a Flag

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The following actions can be considered when deciding to close a flag, for example:

- At least two outreach attempts have been made to the student addressing the concern
- Conversation has occurred between the student and the advisor/faculty member

This does not mean that the problem is necessarily completely resolved, but the student has been made aware that action should be taken in order to improve their academic standing

Sample Advisor Messages to Professor

Example note template language for when an interaction with the student has occurred:

- "I met with this student to discuss their academic performance in your class. <Share any relevant details>. I have also encouraged the student to connect with you. If I can be of further assistance, please reach me at <your email>."

Example note template language for when an interaction with the student has yet to occur:

- "I have reached out <include # of times> and asked this student to make an appointment with me or contact me to discuss their academic performance in your class. I will follow up with any additional information that I gather. I have also encouraged the student to connect with you. If I can be of further assistance, please reach me at <your email>."