Office of Retention
ACADEMIC ALERT NOTICE- Fast Track

To: Retention Office

From: [Name of Instructor]

DATE: [Date]

Course Start Date:_____   Course End Date_____

[NAME OF STUDENT] [I.D. #_____] is exhibiting at risk behavior in my [COURSE NAME and NUMBER] class.

____Student has <u>not</u> been **attending class regularly**

____Student has had **several absences**.

____Student has **not turned in _____assignments**

____Student has consistently **turned in assignments late**

____Student has been **absent from quizzes and/or exams**

____Student has **received poor grade(s)** (below "C") on ___ Assignments   ___ Quizzes   ___ Exams

____Student is **failing course** with a(n) [failing grade]

____Student is **not prepared for class**

____Student **does not participate** in class discussion

[Please make additional remarks or explanation HERE so that we can determine the best method for___
addressing the challenge(s) that the student is facing._____]

I ___have_____have <u>not</u> discussed my concern with the student.   Date Discussed _____

(If you have chosen not to discuss this issue with the student, please offer a brief explanation as to why.)

[Please type a brief explanation here as to why the issue has not been directly addressed with the_____
student._____
_____
_____
 (PLEASE CONTINUE DOWN TO NEXT PAGE…)

Due to the aforementioned reason, I recommend that the following department(s) contact the student to discuss strategies for improving his/her performance:

        ___Skills Enhancement Center

        ___Retention Office

        ___Counseling /Health Services

        ___Housing

        ___Campus Police

        ___Athletics

For Retention Office Use

Contact Log Checklist   Student Organization Affiliation

___ Student has been contacted by the Retention Office ___ Band member

___Student has not been able to be located ___ Choir member

___Reporting instructor has been contacted by R.O. ___Athlete _____(Sport)

___Issue has been addressed and resolved ___Fraternity/Sorority

        ___Other _____

___Student completed a STAR plan at the beginning of the semester but has not followed through.

___Student was recommended for tutoring on [date] but has not been compliant.

NOTES:

_____

_____

_____

_____

Date of Contact	Type of Contact				Notes:
	Phone	**Email**	**Face-to Face**	**Other**	