**Early Alert Flow Chart for Faculty requesting Counseling, Math Lab and/or Learning Resource Center writing consultant support services**

Faculty issues an Early Alert email notice through the SARS Early Alert Referral Form concerning identified concerns such as:

- Academic, Behavioral and/or Personal Concerns

Students and the Early Alert Coordinator will receive an email via SARS outlining identified concerns. Specific notes from the instructor on SARS is highly encouraged to provide essential details for all support service areas

Depending on the instructor concerns, the Math Lab or the Learning Resource Center writing consultant support services may also be notified by email via SARS. The instructor must mark these requested services manually on the SARS referral page

Early Alert concerns are forwarded by the Early Alert Coordinator to the assigned counselor for the class. Students will have been informed that this referral from their instructor requires a mandatory action to meet with the counselor for support.

Counselors call or email students immediately to make contact and establish a counseling appointment. SARS Alert will automatically mark student contact with through the SARS data base once a student has showed for a counseling appointment.

Counselors and students together review the concerns, determine success strategies, recommend campus resources and set realistic goals on a **Student Success Plan**

This **Student Success Plan** is forwarded by email to the instructor and copied to the Early Alert Coordinator. A printed copy is made available to the student to share with their instructor.

All student contacts with either the Math Lab and/or Learning Resource Center must be recorded on SARS and marked as “satisfied”. A separate student action plan from these academic support areas is encouraged to outline specific interventions taken.

Students will be encouraged to meet with their instructor and discuss the **Student Success Plan** from counseling and a student action plan from academic support services if necessary.