

DATE: Monday, February 3, 2014

FROM: Carole Komatsubara, Associate Registrar – Records

TO: HPU Faculty

CC: Matthew Liao-Troth, Provost and Vice President of Academic Affairs  
David Lanoue, Dean, College of Humanities and Social Sciences  
David Horgen, Interim Dean, College of Natural and Computational Sciences  
Lynette Landry, Dean, College of Nursing and Health Sciences  
Deborah Crown, Dean, College of Business Administration

SENT: High Priority

SUBJECT LINE: “Early Alert” (3<sup>rd</sup> Week) Notification: Action Required by Faculty by Wednesday, February 12th

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Aloha Faculty!

Please submit students who are academically struggling or have been absent more than three consecutive class periods to Hawai‘i Pacific University’s Early Alert Program. **Action is required no later than Wednesday, February 12th, 11:30 PM (HST).**

❖ **Who Participates in the Early Alert Program?**

We expanded our Early Alert Program to include all faculty members (including adjuncts and lecturers) who are teaching 15-week courses regardless of delivery method (face-to-face, online, hybrid).

For faculty members who are teaching 10-week courses through Military Campus Programs (MCP) please refer to MCP’s “Project Intervene” procedures. For more information contact Kasey Wilson, Assistant Dean for Student Affairs, at [kwilson@hpu.edu](mailto:kwilson@hpu.edu) or (808) 544-1106.

❖ **What is the Early Alert Program?**

Hawai‘i Pacific University implements a variety of early intervention programs to improve student success, degree progression, and graduation. Since the first 3 weeks are critical for academic success and student retention, the *Early Alert Program* is an early intervention tool for undergraduate and graduate students and occurs in week 3 of classes (in a typical 15-week semester). In contrast, the *Mid-Term Deficiency Program* occurs in week 7 of classes (in a typical 15-week semester). These programs are a team effort by faculty, administrators, advisors, counselors, and student affairs professionals to quickly connect with students who are having academic or personal issues that may present obstacles to their success, and provide them with resources, help them build academic success skills, and support positive student development. Faculty members are vital to the effectiveness of these programs since they are the first to identify any students who need assistance.

❖ **What are the Action Steps?**

If **NONE of your students** have been absent for more than three consecutive class periods and **ALL your students** are currently in good academic standing (C- or above), send an e-mail with your name, course number(s), course section(s), and include “Early Alert Program – all students are in good academic

standing and attendance” to: 1) [attendance@hpu.edu](mailto:attendance@hpu.edu) and 2) cc your department chair(s) **no later than Wednesday, February 12th, 11:30 PM (HST)**.

If **AT LEAST ONE of your students** has never attended (No-Show), has been absent more than three consecutive class periods (or a more than a full week of class), or is experiencing academic difficulties (attendance/tardiness, participation/motivation, quality of work, late/missing assignments, low exam/quiz scores) thus performing below academic standards (D+ or below), please follow steps 1 through 3.

**STEP 1** **No later than Wednesday, February 12th, 11:30 PM (HST)** log into your HPU Pipeline account, and select “**Enter Mid Term Grades**” on the main page from the “Quick Links – For Faculty” section. Issue a grade of D+, D, F, or NC as appropriate for your course(s) for students performing below academic standards. Do not submit any grades for students with a C- or above, since no action will be taken and all grades will be removed from the system before mid-term grades are collected.

**STEP 2** For students that have been absent more than three consecutive class periods, assign the appropriate grade in the “**Grade**” column and indicate the last date of attendance on the “**Last Attend Date**” column. For students who never attended (No Show), enter the first day of the term as **01/21/2014**.

**STEP 3** Directly contact the students you have identified and schedule a time to meet to discuss your concerns and provide them with suggestions for improving their academic performance. In collaboration with you working with your students to improve their academic performance in your course, you may also refer them to HPU’s student resources which offer free services: Center for Academic Success, Disabilities Resource Office, Counseling & Behavioral Health Services, Academic Advising, Career Services Center, International Student Services, Veteran Center, and Dean of Students. For information about referrals and resources please see the HPU website “Student Life – Student Services” tab.

### ❖ **What Happens Next?**

After you have identified students that are struggling, the staff from the Academic Advising Center will immediately e-mail these students and ask them to schedule a meeting with their Academic Advisor. Their Academic Advisor will discuss with the student any academic or personal issues that may present obstacles to their success, design interventions to enhance student learning and academic performance, and help connect students to relevant HPU’s student resources. The *Early Alert* notification does not mean that a student will fail and it will not be reflected on an academic transcript. The e-mail notifies the student they have not been doing satisfactory work in a specific course(s) and encourages them to seek out assistance to address any roadblocks to their academic success. In some cases students have forgotten to drop the course and it allows the university to follow up with them.

### ❖ **What if you have a Student Attendance Concern Before or After the *Early Alert Program* (which occurs during the 3rd week of classes)?**

If you have a student attendance concern (i.e., a student has missed a week of classes) or if a student notifies you that they are withdrawing from the university contact:

- **Attendance Concern** – Please e-mail [attendance@hpu.edu](mailto:attendance@hpu.edu) with the student’s name, student ID, and last date of attendance (or if never attended enter the first day of the term) to Academic Advising. They will look up the student’s record to verify if they have dropped the course and follow up with the student.

- ***Withdrawn from the University*** – Please e-mail [withdrawn@hpu.edu](mailto:withdrawn@hpu.edu) with the student's name, student ID, last date of attendance (or if never attended enter the first day of the term), and any details to the Office of the Register. They will verify the student has dropped all their classes and withdrawn from the university, then contact the related university offices to assist the student (i.e., assign an academic advisor to follow-up with the student; help them close out their HPU housing contract; receive any tuition reimbursements; notify the Office of Financial Aid). *Please inform the student that they must officially drop all their courses with an advisor or the Registrar's Office to withdraw from the university.*

If you have any questions or concerns please contact me. Thank you for taking the time to help make the Early Alert Program a success!

Sincerely,

Carole Komatsubara  
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