



## Instructions for Submitting Academic Early Alerts for Spring 2021 Second Half term Courses on Advise (Kean USA only)

All instructors of Kean USA undergraduate and graduate courses are required to submit Academic Early Alerts (grades and/or alerts/comments) for the students enrolled in their courses. These alerts will reflect your assessment of student performance in the beginning of the session. Information for Wenzhou-Kean will be sent separately.

Academic Early Alerts are meant to provide students with early feedback on how they are performing in your class. These reports will also be shared with students' faculty advisors (and as applicable Veteran Student Services, EEO Program, PASSPORT Program or Spanish Speaking/SUPERA Program advisors) and with Student Success and Retention staff who will intervene with those students for whom you submit poor or failing grades/comments. Students whose Academic Early Alerts indicate they are at risk for earning poor final grades will be connected with the appropriate services (e.g., tutoring, workshops, advisement, and/or counseling) to help them improve their academic performance in time to impact their final grades.

Beginning with the Second Half of the Spring 2021 semester, Academic Early Alerts will be submitted via Advise only. Please see this [short video](#) regarding this process. **Reports can be submitted beginning today and are due no later than noon on Monday, April 19.** You will benefit students and their advisors by submitting progress reports as early as possible within this time frame.

**The students in your class will be [notified](#) about the purpose and timing of Academic Early Alerts.** Students will receive notification and referrals related to their Academic Early Alerts via Advise as soon as they are entered. These alerts will not appear on students' transcripts or become part of their permanent records. Academic Early Alerts are for immediate, short-term informational/advisement/intervention purposes only. Academic Early Alerts will be replaced by the final grade.

Similar to the process previously followed through KeanWise, instructors may submit a grade\*, [comment/alert](#), or both.

\*Appropriate grades are A, A-, B+, B, B-, C+, C, D, and F. *P (Passing), S (Satisfactory) or U (Unsatisfactory) are also options if the course is a Pass/Fail course.* Grades of P, S, U, or F should be accompanied by the appropriate comment(s). Incomplete is not a valid Academic Early Alert.

For help with Advise, please contact Gilly Scott at [gscott@kean.edu](mailto:gscott@kean.edu) in the Office of Institutional Effectiveness.

Thank you for your support of our students and all the best to you as you complete the semester!

**Vice President for Academic Affairs • [vpaa@kean.edu](mailto:vpaa@kean.edu)**