



Notice to Kean USA Students of Academic Early Alerts in Fall 2021 Second Half-Term Courses

Instructors of Kean USA's Fall 2021 second half term undergraduate and graduate courses will be submitting Academic Early Alerts for students enrolled in their classes through Thursday, December 2.

As your Academic Early Alerts are entered by your instructors, you will receive email notification to your Kean email through Advise.

Purpose of Academic Early Alerts:

Academic Early Alerts give you, your faculty advisor – and your assigned academic advisor within the Center for Advising, Persistence and Success (CAPS) – some early feedback on how you are performing in your Fall class(es). These reports are especially meant to give you an early warning if you are currently at risk for earning a poor or failing final grade in a course. You should consult with your instructor throughout the remainder of the class to ensure that you are on track for the particular letter grade you are expecting.

Academic Early Alerts are not meant to be an absolute predictor of your final grades, since your efforts throughout the entire session will determine your final grades. Your Academic Early Alerts will NOT be a part of your permanent record.

Who Will Receive a Copy of the Alerts?

These alerts will be shared with your faculty advisor, your assigned [Academic Advisor within CAPS](#), as well as your counselor if you are a student in Veteran Student Services, the EOF Program, the PASSPORT Program or Spanish Speaking/SUPERA Program. Your advisor/counselor is here to assist if you are encountering any academic difficulties.

Grade Types and Instructor Comments:

The Academic Early Alert you receive for the course could be a grade, a comment/alert, or both. Grades could be a P (Pass), S (Satisfactory), U (Unsatisfactory) or an A, A-, B+, B, B-, C+, C, D or F.

In addition to, or instead of, submitting a grade for each student, instructors also have the option of submitting comments/alerts such as:

- Multiple absences
- Please schedule to meet with instructor
- Recommend tutoring services
- Recommend writing services
- Public speaking services
- Satisfactory progress
- Exceptional progress
- Missing assignments
- Low test/quiz scores
- Unprepared for class
- Unsatisfactory work

If any of your Academic Early Alerts are low:

Understand that Kean University has a wide range of academic and student support services to help you succeed in your courses, and you still have time to take actions that can result in improved final grades:

- If you are having difficulty with the content of a particular course, take advantage of the tutoring available for that course. Speak with your course instructor about the specialized tutoring available and/or visit the link for [Nancy Thompson Learning Commons](#) for any additional, extensive tutorial services.
- If you have multiple class absences or missing assignments, speak with your course instructor to see if you can make up any of the work you have missed.
- If you have multiple absences and/or latenesses, you should evaluate any ongoing circumstances that are causing the problem, then make any adjustments that seem necessary to ensure your attendance. Remember that poor attendance is the primary reason students earn poor or failing grades.
- Meet with your faculty advisor or your assigned academic advisor within [CAPS](#) to discuss academic success strategies and academic support services that can help you improve your grades.

- In some cases, students may elect to withdraw from classes based on their Academic Early Alerts. Keep in mind that changes to your schedule may have financial aid implications. You are encouraged to speak with your faculty instructor, faculty or CAPS advisor, and both a Student Accounting and Financial Aid representative before withdrawing from any classes. The last day to withdraw from a Fall 2021 second half term course with a mark of “W” and no refund is Friday, December 3.
- If you need additional information about grading policies and procedures, you can reach out to your faculty advisor; the executive director of your school or chairperson of your academic department; or your assigned academic advisor within [CAPS](#) to discuss such matters as minimum acceptable grades, special grade requirements of your intended major, GPA calculation, and/or the serious implications of earning failing grades. Remember that if you fail a required course, you will have to repeat the course and that a pattern of failing grades can lead to academic probation/dismissal and/or loss of financial aid eligibility.

Kean University is dedicated to helping you succeed in your courses. The University offices/programs that can provide you with assistance and guidance include your faculty advisor, the executive director of your school or chairperson of your academic department; the [Center for Advising, Persistence and Success \(CAPS\)](#); the [Counseling Center](#); and, as applicable, [EOF](#), [EPIC](#), [ESL](#), [PASSPORT](#), [Spanish Speaking Program/SUPERA](#) and [Veteran Student Services](#).

If you are not sure where to go for assistance, visit the [Center for Advising, Persistence and Success \(CAPS\)](#) or email them at caps_advising@kean.edu. They can direct you to your assigned academic advisor within [CAPS](#).

For more information about the Academic Early Alert process, consult the current [University Graduate and Undergraduate Catalogs](#) and/or your executive director, chairperson or dean’s office.

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