



## Instructions for Submitting Academic Early Alerts for Spring 2022 Full-term and First 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 comments) for the students enrolled in their courses. These alerts will reflect your assessment of student performance in the beginning of the term. 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, as well as Center for Advising, Persistence and Success (CAPS) advisors and other professional academic advisors or staff across the University 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.

Academic Early Alerts are submitted via Advise only. Please view this [short video](#) regarding this process. **Reports can be submitted, beginning today until the Monday, February 21 deadline.** You will provide the greatest assistance to students and their advisors by submitting progress reports as early as possible within this time frame.

**The students in your class are being notified about the purpose and timing of Academic Early Alerts.** Students will receive notification and referrals related to their Academic Early Alerts via Advise through their Kean email 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. Options for Pass/Fail courses also include P (Passing), S (Satisfactory) or U (Unsatisfactory). 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 this semester.

**Provost and Senior VP for Academic Affairs • [vpaa@kean.edu](mailto:vpaa@kean.edu)**