Tracking Items / Flags Rules

Tracking Item Name(s)	Role	Raise	View	Email Notification	FOLLOW UP ACTION
Manual/Survey flags: - Attendance Concern - Low Grade Concern (homework, test, quiz, midterm, etc.)	Advisor/Success Coach		✓	✓	**ONLY action will be:** - system email sent to student
	Retention Coordinator		✓	✓	
	Instructor	✓	✓	✓	
	Student		✓	✓	
Manual/Survey flags: - Midterm Status (grades, attendance, etc.) - General Concern Flag	Advisor/Success Coach		✓	No Email Notifications to Students	**ONLY action will be:** - in person follow up from Advisor/Success Coach
	Retention Coordinator		✓		
	Instructor	✓	✓		
	Student	✓			
Manual/Survey flags: - In Danger of Failing (class or semester) - Recommended to Withdraw	Advisor/Success Coach		✓	✓	**ACTIONS will be:** - system email *and* - in person follow up
	Retention Coordinator		✓	✓	
	Instructor	✓	✓	✓	
	Student		✓	✓	
System generated flags based on reported attendance or # of flags: - 3 Absences (Currently only for TRS 100 and COS classes) - 3 or more Active Flags	Advisor/Success Coach		✓	✓	**ACTIONS will be:** - system generated flag based on reported attendance or # of flags - system email *and* - in person follow up
	Retention Coordinator		✓	✓	
	Instructor		✓	✓	
	Student		✓ Except for 3 or more Active Flags	✓ Except for 3 or more Active Flags	
System generated flags for online students only: -Never Logged In -No Login in 5 Days	Director of E-learning		✓		**ACTIONS will be:** - system generated flag *and* - system email
	Retention Coordinator		✓		
	Instructor		✓		
	Student		✓	✓	