

III-1.042 Early Alert

The success of students in their academic programs is very important to Guilford Technical Community College. The college has a variety of sources of assistance that are available to help students with both personal and academic problems that may be impeding their academic progress. It is in the interest of students and the college to make students aware of their academic progress and aware of the sources of assistance available to them. Instructors, advisors, departmental and divisional leaders and Counseling Services must take a proactive approach to inform students when their progress is unsatisfactory and to help them find appropriate assistance.

Procedure:

1. In a typical 16 week semester, an early alert notice will be sent to students who are not making satisfactory progress at the 25% point (end of first four weeks). Each teacher will notify students who are not making satisfactory progress in his/her courses. The early alert form will be distributed to faculty for their use.
2. The early alert form will indicate the reason(s) for the student's lack of progress in the course. It will also suggest available campus services to assist the student with any problems interfering with course work.
3. Students' primary contact for progress in any course is the teacher for that course. If students have problems of any kind that interfere with course work, they should make an appointment with the teacher to discuss the difficulties. If a student receives an early alert notice, he or she should contact the teacher or the appropriate campus service as quickly as possible. The student should follow suggestions made on the early alert form. This may include a required conference with the instructor and/or academic advisor.

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