

Central Virginia Community College Policies
VI – Academic Services Assisting Instruction
Early Alert



Policy #:	CVCC0141
Effective:	__/__/__
Last Reviewed/Revised:	10/07/2022
Responsible Dept.:	Academic & Student Affairs
Other Policy References:	NA

Early Alert

The Early Alert System provides early warning and follow-up for students identified by their instructor as experiencing academic difficulties or other problems interfering with the students' academic success. The main objective of this program is to address problems early in the semester to increase the chances of success and retention of these students by providing proactive interventions through the cooperative efforts of faculty and counselors.

There will be two Early Alert Campaigns during each semester. The first campaign is the Attendance Campaign that will be sent before the drop date for each course and will focus on whether students have attended the course before the drop date. Faculty can also give students positive feedback during this campaign.

The second campaign is the Progress Campaign that will be sent three weeks for 8-week classes and 6 weeks for 16-week classes prior to the withdrawal ("W") date for each course. Alerts that can be raised during this campaign include In Danger of Failing, Low Participation, Math Achievement Learning Lab (MALL) Referral, Student Success Center Referral, and Writing Center Referral. Positive feedback can also be given including Showing Improvement and Keep up the Good Work.

Faculty can also raise ad hoc alerts for their students at any time during the semester.

For more information, go to [How to Issue and Raise an Alert](#).