

| Tracking Items by Type                     | Comments: Optional or Required/Template  | Associated Workflow (Informational or Action) | Raise (who can raise this flag):            | Manage (who can post comments and clear this flag):  | View (who can see this flag):   | Email (who receives an email notification about this flag):   |
|--|--|---|---|--|---|---|
| GRAD - Academic Concern                    | <b>Required:</b> Instructor's note to student:   | Informational                                 | Advisor, Chair/Program Director, Instructor | Academic Advisement Counselor, Advisor, CSS, Chair/Program Director, Instructor                          | Academic Advisement Counselor, Advisor, CSS, Chair/Program Director, Director of Disabilities, Director of Writing Center, Student, Instructor, Registrar Staff                                     | Academic Advisement Counselor, Advisor, CSS, Chair/Program Director, Student, Instructor  |
| GRAD – Excessive Absences                  | <b>Required:</b> Instructor's note to student:   | Informational                                 | Advisor, Chair/Program Director, Instructor | Academic Advisement Counselor, Advisor, CSS, Chair/Program Director, Instructor, Registrar Staff         | Academic Advisement Counselor, Advisor, Center for International Education, CSS, Chair/Program Director, Director of Disabilities, Director of Writing Center, Student, Instructor, Registrar Staff | Academic Advisement Counselor, Advisor, Center for International Education, CSS, Chair/Program Director, Student, Instructor, Registrar Staff |
| GRAD – Writing Concern                     | <b>Required:</b> Instructor's note to student:   | Informational                                 | Advisor, Chair/Program Director, Instructor | Academic Advisement Counselor, Advisor, CSS, Chair/Program Director, Writing Center Director, Instructor | Academic Advisement Counselor, Advisor, CSS, Chair/Program Director, Director of Disabilities, Director of Writing Center, Student, Instructor  | Academic Advisement Counselor, Advisor, CSS, Chair/Program Director, Writing Center Director, Student, Instructor                             |
| Attending Different Section of Same Course | <b>Required:</b> What section has the student been attending? Please list section number and faculty name. | Registrar staff adjusts student's schedule.   | Instructor, Registrar Staff                 | Instructor, Registrar Staff  | Student, Instructor, H.E.Y. Staff, Registrar Staff, VP Student Development  | Student, H.E.Y. Staff, Instructor, Registrar Staff  |

| Tracking Items by Type       | Comments: Optional or Required/Template   | Associated Workflow (Informational or Action)  | Raise (who can raise this flag):                              | Manage (who can post comments and clear this flag):  | View (who can see this flag):   | Email (who receives an email notification about this flag):  |
|------------------------------|---|--|---|--|---|--|
| UG - Course Progress Concern | <b>Required:</b> Instructor's note to be included in e-mail to student:                     | Informational  | Advisement Counselor, CSS, Chair/Program Director, Instructor | Advisement Counselor, Advisor, Athletic Coach, CSS, Chair/Program Director, H.E.Y. Staff, Instructor, Veterans Support             | Advisement Counselor, Advisor, Athletic Coach, CSS, Chair/Program Director, Director of Disabilities, Student, H.E.Y. Staff, Instructor, VP Student Development, Veterans Support   | Advisor, Athletic Coach, CSS, Counseling Services, Director of Disabilities, Student, H.E.Y. Staff, Instructor, Veterans Support                                     |
| Excessive Absences           | <b>Optional:</b> Please provide further information and/or the student's dates of absences: | Informational  | Advisement Counselor, CSS, Instructor                         | Advisement Counselor, Advisor, Athletic Coach, CSS, H.E.Y. Staff, Instructor, Life Prep, Registrar Staff, VP Student Development   | Advisement Counselor, Advisor, Area Director, Athletic Coach, CIE, CSS, Counselling Services, Director of Disabilities, HEY Staff, Student, Instructor, Life Prep, Registrar Staff, VP Student Development, Veterans Support  | Advisement Counselor, Advisor, Athletic Coach, CIE, CSS, Counselling Services, Director of Disabilities, HEY Staff, Student, Instructor, Life Prep, Veterans Support |
| Never Attended               | <b>Optional</b>   | Informational. Student notified to make plans with instructor or withdraw from course. | Advisement Counselor, CSS, Chair/Program Director, Instructor | Advisement Counselor, Advisor, CSS, Chair/Program Director, H.E.Y. Staff, Instructor, Life Prep, Registrar Staff, Veterans Support | AVP Student Development, Advisement Counselor Advisor, Area Director, Athletic Coach, CSS, Counseling Services, Chair/Program Director, Director of Disabilities, Student, H.E.Y. Staff, Instructor, Life Prep, Registrar Staff, VP Student Development, Veterans Support Coordinator | Advisor, CSS, Counseling Services, Director of Disabilities, H.E.Y. Staff, Instructor, Life Prep, Registrar Staff  |

| Tracking Items by Type              | Comments: Optional or Required/Template                                | Associated Workflow (Informational or Action) | Raise (who can raise this flag):                              | Manage (who can post comments and clear this flag):  | View (who can see this flag):   | Email (who receives an email notification about this flag):   |
|-------------------------------------|--|---|---|--|---|---|
| Stopped Attending (Summer Sessions) | <b>Required:</b> Please provide the student's last date of attendance: | Informational                                 | Advisement Counselor, CSS, Chair/Program Director, Instructor | Advisement Counselor, Advisor, Athletic Coach, CSS, Chair/Program Director, H.E.Y. Staff, Instructor, Life Prep, Registrar Staff, Veterans Support | Advisement Counselor, Advisor, Athletic Coach, CSS, Chair/Program Director, Director of Disabilities, H.E.Y. Staff, Student, Instructor, Life Prep, Registrar Staff, VP Student Development, Veterans Support | Advisement Counselor, Advisor, Athletic Coach, CSS, Director of Disabilities, Student, H.E.Y. Staff, Instructor, Life Prep, Registrar Staff, Veterans Support |
| <b>Kudos:</b>                       |  |   |   |  |   |   |
| Keep Up the Good Work               | <b>Optional</b>  | Informational                                 | Instructor, Advisor   | Instructor, Advisor  | Student, Instructor, Advisor, VP Student Development  | Student   |
| Outstanding Academic Performance    | <b>Optional</b>  | Informational                                 | Instructor, Advisor   | Instructor, Advisor  | Student, Instructor, Advisor, VP Student Development  | Student   |
| Showing Improvement                 | <b>Optional</b>  | Informational                                 | Instructor, Advisor   | Instructor, Advisor  | Student, Instructor, Advisor, VP Student Development  | Student   |