

**INSTRUCTIONS FOR THE**

**ONLINE STUDENT EARLY WARNING**

**FORMS**

Student Early Warning forms are not to be used as a vehicle for mid-term grades. They may be used any time throughout the semester. They are not substitutes for notices, which are sent to students for non-attendance. The Student Early Warning system is a communication device to request a student's response to encourage a meeting with the instructor.

Faculty should complete the online form and send to the student via e-mail. In doing so it is automatically copied to the Administrative Secretary for University Division. If the student does not respond within seven days, please notify the University Division Office. A copy of the form will then be mailed to the student's home address by University Division Staff.

The student will make his/her comments on the form and return it to the faculty member by the suggested date as stated on the form.

A copy of this form will be forwarded to the appropriate office by the University Division Staff.

Academic advisors may follow up with the student at their discretion. Faculty members may choose to route the returned student response directly to the advisors if intervention at this level is appropriate.

If there are questions regarding the Early Warning Process contact the University Division Office.

**Hard copies are available in the University Division Office.**

**Contact**  
**University Division Office**  
**Room KE 120 (East Building)**  
**(765) 455-9309**