

## VERIFY PARTICIPATION AND STUDENT SUPPORT REFERRALS (UG & GR) | A GUIDE FOR FACULTY

	VERIFY PARTICIPATION	EARLY ALERT	REFERRALS TO CENTER FOR LEARNING & ACADEMIC SUCCESS (CLAS)	CARES REFERRAL
<b>PURPOSE</b>	To confirm a student's attendance in <b>all</b> enrolled courses during the term.	To identify students who may be struggling early in the semester (Early Alert is only applicable to undergraduate students)	To connect students who are not doing well academically to academic coaching and/or tutoring (Referrals can be made for graduate and undergraduate students)	For undergraduate and graduate students who appear to be struggling, and/or not engaged. To connect students with the most appropriate resources both on and off campus, fostering academic and personal success.
<b>TIMELINE</b>	Week 2 of the fall and spring semester, and summer sessions	Weeks 4-6 of the fall and spring semester	Anytime in the semester	Anytime*
<b>REASONS TO USE THIS</b>	The University needs to know if students are attending. Those marked as having <i>never</i> attended class will be reviewed and potentially dropped.	Student is missing assignments or needs time management support, or has been absent from class for two+ weeks without any communication;  Student is demonstrating difficulty with understanding course materials or concepts and would benefit from individual content tutoring, study groups, writing support, or English language services		Student is experiencing an extenuating circumstance that is impacting their academic success; student does not attend class regularly; student's behavior negatively impacts the community (i.e. classroom) or the rights of others; student has a personal, financial, or family concern that may be interfering with their role as a student.
<b>PROCESS</b>	Faculty receive email from URO regarding deadline and instructions on how to verify participation. Faculty Verify Participation in Workday to indicate if a student has attended or <i>never</i> attended class. Reminder emails are generated daily from Workday to faculty.	Faculty receive an email from the Center for Learning & Academic Success (CLAS) with a link to their roster where they submit their Early Alerts.	Faculty can submit a referral at any time in the semester through <a href="#">EAB Navigate</a>	Faculty can submit a CARE referral form by visiting the Suffolk CARES webpage or accessing the form <a href="#">here</a> .
<b>DEPARTMENT</b>	Registrar's Office	Center for Learning and Academic Success (CLAS)	Center for Learning and Academic Success (CLAS)	Suffolk CARES and Student Support
<b>CONTACT</b>	<a href="#">Alison Sherman</a> , University Registrar	<a href="#">Orla Downey</a> , Director	<a href="#">Orla Downey</a> , Director (Coaching) <a href="#">Jamie Bondar</a> , Director (Tutoring)	<a href="#">Doreen Floyd</a> , Director
<b>ONLINE ACCESS</b>	<a href="#">Workday</a>	<a href="#">Early Alert</a> – program description and instructions	Instructions on how to <a href="#">Make a Referral</a> in EAB Navigate	Information on how to submit a <a href="#">CARE referral form</a>

\*In the event of immediate danger, please call SU Police at 617-573-8111 | ^For access or assistance with EAB Navigate, please contact [studentsuccess@suffolk.edu](mailto:studentsuccess@suffolk.edu) | September 2024