

# Early Alert System Program (EASP)

The purpose of the program is to identify students with potential problems and to provide some type of intervention at the beginning of potential problems. Specifically, faculty and staff members refer students to Counselors when they observe classroom or campus behaviors that could possibly indicate that students are struggling and might be in need of some type of intervention. Such clues include:

- Student fails to pre-register for the next semester
- Student requests a transcript to be sent to another institution
- Student fails to respond to his/her financial aid award letter
- Student's attendance in classes is erratic or student has stopped attending classes
- Student displays a sudden, dramatic change in behavior
- Student earns an average below a "C" at any time during the term
- Student refers another student.

Immediately, the Counselors make contact via e-mail, in-person, or by telephone, with the identified students to determine their needs and provide services to assist them. Counselors complete a contact report, identifying the potential problem and recording what type of appropriate action was taken. A copy of the report, which is filed in the Division of Student Services' file, is forwarded to the referring faculty or staff member.