

IAIA

- Early Alert and Excessive Absences Program
- Disability Support Services
- Learning Lab/ Tutoring

Jeminie Shell – Retention Director
Student Success Center
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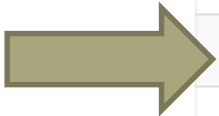
Early Alert Program Information

- Early Alert Referral (EAR)
 - **Early Alerts** is a system designed to report and follow up with IAIA students who may be facing various difficulties.
 - Academic
 - Personal
 - Behavioral
 - **Instructor/staff initiated via form embedded in website – PORTAL/FORMS/STUDENT SUCCESS**
 - Notice received by Jeminie Shell, the Retention Director
 - Referred to Behavioral Intervention Team (BIT), Learning Lab, Achievement Coach, or other appropriate resource
 - Referrals made by BIT
 - Counseling

Early Alert Form

On web under Portal/Forms

No.	Student Success Center (Forms and Documents)	⌵
1	Academic Advising Handbook	
2	Early Alert Referral Form	
3	Pre-Arranged Absence(s) Form	
4	Schedule a Learning Lab Specialist Appointment	



Attendance in Empower

- Attendance **must** be entered into Empower (Anita went over process)
- Most of IAIA's outreach to at-risk students relies on tracking Excessive Absences Notifications and Early Alerts
- These are also core assessment data
- Additionally, Financial Aid office **requires** this information in order to ensure compliance with Federal regs related to PELL grants.
- Veteran's Affairs reporting also requires attendance data.
- IF YOU HAVE TROUBLE WITH EMPOWER, PLEASE LET Anita KNOW IMMEDIATELY

Attendance Policy

- Excessive Absences Notification (EAN)
- A notification system designed to intervene with students in danger of course withdrawal due to excessive absences.
 - **Instructor initiated via Empower attendance data entry**
 - Automated notice received by the student, the Retention Director, and the student's academic advisor
 - Automated notice sent to student and advisor by email
 - Warning: Missed 2 classes
 - Final Warning: Missed 3 classes
 - Achievement Coach or Academic Advisor connects with student (in person, phone, email, text)
 - If appropriate, referral is made

Withdrawal Policy

- Excessive Absences Notification (EAN) cont.
 - 4th unexcused absence = student may be withdrawn from the class by you, the instructor.
 - Discretion is yours, based on factors you prioritize, but you must be as consistent and equitable as possible
 - Form to withdraw a student is available from the Registrar
 - Contact the Registrar, Paul Moore, if you need the form or have questions about the withdrawal process.
Paul.Moore@iaia.edu 505-424-5954

Disabilities Support Program

- Instructors will receive memos via **IAIA email** outlining the accommodations for any student whose request was approved by the Disabilities Committee.
- You may not ask the student their diagnosis.
- You may not discuss the specifics about a student's accommodations or reason for accommodations with anyone but the student or an ADA Office representative.
- If another student asks why the accommodated student is getting accommodations, please just state that the student has approved supports for confidential reasons.
- **NOTE:** do not provide accommodations without a memo – refer student to adaoffice@iaia.edu to set up a request. This protects you and the institution.

Disabilities Support Program

- Support/Service Animals
 - If you see a student with an animal, please do not ask why they have the animal or what purpose it serves.
 - If you have received a memo indicating that the student has an approved service dog, please don't discuss the animal unless it is exhibiting disruptive behavior. (Distraction due to the mere presence of the dog is not the same as disruptive behavior).
 - If you have not received a memo indicating the student will have an approved service dog, please email the student's name to the program at adaoffice@iaia.edu and we'll check in with them.

Learning Lab

- **Professional and Peer Tutoring**

- All writing assignments
- Math
- *Technology*
- Reserved sessions
- Walk-in sessions
- Group sessions
- Midterm & Finals Study Nights
- **Some instructors provide extra credit for attendance**

- **Workshops**

- Time Management Series
- Scholarship essays
- General essays
- Citation
- Critical Thinking
- Logic/Argumentation
- GRE (overview)
- **Some instructors provide extra credit for attendance**

PROGRAMS

- Contact the Retention Director for any of the following:
 - Early Alerts questions (behavioral, academic, personal issues)
 - Attendance concerns/questions
 - prearranged absences forms available outside Retention Director's office and online under PORTAL/FORMS
 - Disabilities/Accommodations concerns or questions
 - Learning Lab (tutoring) support for students
 - Writing, time management, and other workshops
 - General concerns regarding academic progress