

Middlesex Community College  
Strategies for Success-Early Alert Program

**Intervention and Referral Process**

Faculty are encouraged to address any potential barriers that may prevent a student from being academically successful. The SARS ALRT system aids instructors in this effort by allowing them to identify students who are having difficulties in their classes and immediately connecting them to support services that can help them to get back on track.

Step 1.	Instructor notices that student is exhibiting behavior that will adversely affect their academic standing in class. <i>Example: Student is excessively absent from class</i>
Step 2.	Instructor logs into the SARS ALRT system and completes the early alert referral form.
Step 3.	An email is generated from the SARS ALRT system and is sent to the student, letting them know that their instructor is concerned about their academic progress in class. The email includes a list of appropriate campus support service departments that can assist the student. The student is encouraged to schedule an appointment with the service department.
Step 4.	Additional emails are generated and forwarded to all the service departments available to help the student.
Step 5.	The service department(s) will attempt to contact the student 3x in order to schedule an intervention meeting.
Step 6.	Student meets with a counselor from the service department to discuss the early alert and to complete a <b><u>Strategies for Success Plan</u></b> which includes short-term goals and success strategies. If additional referrals are made, the student will need to follow-up with the referred department.
Step 7.	If the student cannot be reached within a 2-week time frame, the service department will close the referral.
Step 8.	An email will be sent to the instructor who initiated the referral once the student has followed up with the service department OR if the student has chosen not to follow up.