

# What Happens Once A Progress Report/Alert Is Submitted?

As soon as you click submit, the student receives an email notification with the following information:

- Type of alert issued
- Class that alert was issued for
- Customized to do list for each alert type. Some examples include:
  - recommendation to speak with instructor about the issue
  - referral to and scheduling link for [in-person](#) or [online](#) tutoring
  - referral to and scheduling link for Academic Coaching or Success Coaching
  - referral to [Academic Skills workshop](#)
  - links to various campus resources

It is important to know that each notification directs the student to speak with the instructor who issued the alert to discuss how they can get back on track while also providing information and scheduling links to other resources that can provide support.

After the initial email, CARES counselors, academic advisors, and other support staff will begin reaching out to each student to discuss the issue and help formulate a plan to get back on track. Typical outreach efforts include 2-3 attempts to contact the student through multiple communication channels (email, phone, and text) over a 2 week period. If after 2 weeks, the student has failed to respond, the case will be closed out for non-response.

Students who are flagged through Early Intervention will also be invited to the Academic Resource Fair on October 2nd as well as the withdrawal workshops that are hosted by CARES and the Financial Aid Office.

Visit the [Early Intervention info page](#) to learn more about this process.