



Dear Faculty and Staff at Northwestern Health Sciences University,

Welcome to the start of a new trimester! It is with great excitement that we welcome a new cohort of students to our university. As a university, Northwestern Health Sciences University is committed to the retention and graduation of our students by providing a learning environment that is conducive to student success. One such way of doing this is through our Early Alert Program.

The purpose of the Early Alert Program is to identify and effectively intervene with students who are exhibiting at risk behaviors that are impacting academic performance and to establish a referral process available to faculty. In doing so, we further assist our students with connecting to valuable academic support services on campus as well as with connecting to the university overall.

We ask that you use the Early Alert Program each trimester as an efficient way to identify students who may be at risk academically. This gives us the opportunity to then intervene with students while there is still time to improve their experience at Northwestern.

*Early Alert means early intervention to assisting students who are at risk academically, NOT early in a trimester or year; we want to know of student challenges when they occur regardless of time of year or trimester.*

To enter a student into the Early Alert Program, please complete the online form located at [www.nwhealth.edu/student-affairs/early-alert/](http://www.nwhealth.edu/student-affairs/early-alert/). Please be as detailed as possible when completing this form. All forms submitted by staff and faculty are received by the Director of the Academic Success Center and University Counselor. Submissions are then reviewed and entered into the Early Alert database for tracking. A committee of administrators and faculty gathers bi-monthly to review Early Alert submissions to determine the best course of action to assist each student.

### **How will I know if I should submit a student to the Early Alert Program?**

Often the potential warning signs that are the easiest to identify are the behavioral changes exhibited by students such as.

- Ongoing low performance on exams and quizzes
- Poor class attendance, frequent short term leaves of absences, frequent missed assignments
- A negative change in hygiene or appearance
- Appearing tired or falling asleep during classes
- Noticeable changes in mood or personality, included depressed mood, being overly argumentative or aggressive or the talkative student who is now is silent

Students exhibiting these behaviors should be submitted to the Early Alert Program for further outreach and assistance.

Thank you for your active role in supporting the academic success of our students!

Sincerely,

Becky Lawyer, MA, LPC  
Director of the Academic Success Center and University Counselor