

UMM FACULTY/STAFF RESOURCE SHEET

This resource sheet was developed by the Academic Alert Committee to be used by faculty, advisors and others to aid students. More information can be found on the Academic Alert Website at <http://www.morris.umn.edu/Scholastic/AcademicAlert/>. This website has links to many resources on the left side of the page.

UMM has the use of two student alert systems; midterm alert and academic alert.

How do I find the website to send an alert? Both alert systems can be found on the right side of the Faculty/Staff One Stop Page (http://www.morris.umn.edu/faculty_staff.php) and on the left side of the Scholastic Committee page (<http://www.morris.umn.edu/Scholastic/>)

You are especially encouraged to use the alert systems for freshmen, anyone who is earning an F, and anyone who is not attending class. *Why these three groups?* Freshmen often have difficulty recognizing when they are in trouble and aren't sure of where to get help. There are multiple students each semester who earn three or more F's without a single alert. Students who are not attending classes can be removed from the Residence Halls.

You are also encouraged to announce to your classes (or include in your syllabus) whether or not you will be sending alerts. Many students (and advisors) have begun to expect alerts which leads to the erroneous thinking of "I didn't get an alert so I must be okay"

Why should you submit alerts if you're already providing students with grades? The alert systems also notify advisors, the Academic Alert coordinators, coaches, MSP and (when necessary) a Student Affairs office.

Academic Alert

+ Available all semester.

+ Fill in as much or little information as needed on the submission form.

+ Can be used by faculty **or staff** to send information to the Academic Alert Team that relates to a student's academic performance. This can include absences from class or work, failed course work, mental health concerns, behavior concerns, etc etc.

+ Multiple alerts can be sent for the same student by the same person.

+ Information from the submission form is reviewed by an Academic Alert coordinator (Jenn Goodnough or Barbara Burke) and any necessary action is taken. Typically an email is sent to the student, his/her advisor and, if appropriate, MSP or Athletics. For cases where students have gotten multiple alerts or there are indications of significant/serious problems, the Office of the Vice Chancellor for Student Affairs is notified.

Mid-Term Alert

+ Available Wednesday of week six through Friday of week eight of the semester.

+ Can be used by faculty

+ Limited to one alert per student per course.

+ An automated standard email is sent to the student and his/her advisor.

+ Academic Alert coordinators are aware of but not involved in Mid-term alerts

How Does the UMM Academic Alert Work?

When a student is performing poorly in a class (e.g., missing class, failing quizzes or tests, failing homework) or is showing signs that indicate that they may be in some distress (e.g., seems depressed, is dirty and unkempt; seems to have alerted cognition) the instructor should take whatever action they would normally take under those circumstances.

However, in addition, the instructor should also alert the student's advisor and an Academic Alert coordinator by logging on to: <http://www.morris.umn.edu/Scholastic/AcademicAlert/> and using the submission form listed under Instructor's Resources on the left side of the Academic Alert home page or on the right side of the Faculty/Staff One Stop Page (http://www.morris.umn.edu/faculty_staff.php)

Information on the submission form is sent to the Academic Alert coordinators and is entered into a database that indicates which class the student is being alerted for and why. In addition, all emails that are generated about this student are saved into this database.

Once the information is entered, the coordinators (Jennifer Goodnough and Barbara Burke) generate a personalized email to the student's advisor indicating what the problem is and asking the advisor to contact the student and intervene (the student is also informed about the alert). The expectation is that for most students, the intervention suggested by the advisor will be simple and straightforward, such as:

- telling the student to talk to their instructor about how to succeed in the class
- going to Academic Assistance and being evaluated for study skills
- going to Counseling to receive help with a personal problem

If the advisor feels that their intervention was not successful or they cannot or do not want to intervene with the student, they should contact Jenn Goodnough (jennj) and ask the committee to intervene. The committee (which includes representatives from Athletics, MSP, AAC, Disability Services, Counseling, Residential Life, Office of Student Affairs, etc) meets weekly to discuss student situations which need further intervention by one of the offices.

Why Instructors Should Use an Alert

The Academic Alert system provides a way for many offices and programs on campus to coordinate their efforts to provide the best help and advice they can for students. Since the database contains all the information that has been submitted about that student, it provides a comprehensive picture of the problems a student is experiencing, as well as the interventions that have already occurred. Thus, although individual instructors may feel that the typical kinds of intervention they provide will solve the student's immediate problem in that class, we also urge instructors to submit information about the student to Academic Alert so that other programs, such as MSP, Athletics, Counseling, etc., also have access to that information, in case the student is experiencing difficulty in multiple situations.

Academic Student Services Available at UMM

Center for Advising and Learning

The Center includes three programs related to student success, Academic Assistance, Disability Services and Academic Advising. All are located at 362 Briggs Library, X6178.

Academic Assistance:

Staff: TBA (Program Coordinator)

X 6178

<http://www.morris.umn.edu/services/dsoaac/aac/>

Offers free learning diagnoses/assistance/tutoring, including individualized sessions

- Peer Tutoring for any UMM class – arranged
- Study Table – study skills drop-in service
- Math Tutoring – math skills drop-in service for any math class.
- Chemistry drop-in tutoring
- Academic Counseling – individualized counseling on academic strategies such as time management and reading efficiency.
- Learning to Learn – a 2 credit course that teaches academic strategies. Starts the fifth week of the semester.
- English Language Support – AAC can help students overcome language barriers if English is not a student's first language.
- Math, writing skills and reading comprehension software are available for self-paced use.

Disability Services

Staff: Colleen Frey (Program Coordinator)

freyc@morris.umn.edu or X 6163

<http://www.morris.umn.edu/services/dsoaac/dso/>

Offers free disability accommodation for any physical, emotional or learning disability and arranges temporary or long-term accommodations for those individuals (includes students, faculty and staff).

Academic Advising

Staff: Brenda Boever (Program Coordinator), Ginger Nohl (support staff) and Karen Van Horn (support staff).

boeverba@morris.umn.edu or X 6466; nohlgm@morris.umn.edu or X 6010; vanhornk@morris.umn.edu or X6178

<http://www.morris.umn.edu/academic/advising/>

Academic Advising trains all new advisors and is available to answer questions about advising for students, faculty and staff. They assign advisors and process major/minor/area of concentration assignments and changes. The advising office is also in charge of the Deciding Project, Grad Planner and the Advisor Mentor program at UMM.

Writing Room

Staff: Tisha Turk (Coordinator). turkt@morris.umn.edu or X 6264

327 Briggs, X6299 or writroom@morris.umn.edu

http://www.morris.umn.edu/academic/writing_room/

Offers free advice about any writing project. Hours are variable, but the writing room tends to be open in late morning, early afternoon and early evening. Students may bring in any paper and receive feedback on their writing from either peers or English instructors.

Scholastic Committee
scholcom@lists.umn.edu
204 Behmler, X 6011
<http://www.morris.umn.edu/Scholastic/>

Staff: Leslie Meek, Secretary of the Committee and Dorothy DeJager, Executive Assistant
meklesr@morris.umn.edu or X6213
dejagerd@morris.umn.edu or X6011

This committee monitors and grants exceptions to a broad range of academic regulations including those governing admissions, grading, academic progress, transfer and degree requirements. They also oversee probation, suspension, and suspension appeals (see below for more information on probation and suspension).

This committee also oversees academic dishonesty. See <https://www.morris.umn.edu/Scholastic/AcademicIntegrity/index.html> for information on the Academic Integrity Code and procedures for reporting violations.

Multi-Ethnic Student Program

110 Multi-Ethnic Resource Center, X6095
<http://www.morris.umn.edu/services/msp/>

Staff: Hilda Ladner (Assistant to the Chancellor for Equity and Diversity and Director)
Other Staff: Fang Du, Mike Miller, Bonnie Tipcke
hladner@morris.umn.edu
fangdu@morris.umn.edu or X 6097
millermr@morris.umn.edu or X6110
tipkebl@morris.umn.edu or X6095

MSP offers the following services for multi-ethnic students:

- Assist in the adjustment process of students of color to the University through the summer component of the Gateway Program and with orientation sessions for incoming students of color.
- Academically advise first year students of color.
- Monitor the academic progress of all students of color, intervening and making referrals when needed.
- Collaborate with the Academic Assistance Center, the Academic Advising office, Retention Task Force and others on designing and implementing retention strategies for students of color.
- Design workshops to encourage exceptional students of color to apply for national scholarships.
- Collaborate with the Center for International Programs to encourage students of color to study abroad.
- Plans and coordinates the Multi-Ethnic Mentorship Program.
- Administratively coordinates the Global Issues Honors Consortium, a program that prepares bright and motivated undergraduate students of color for graduate or professional study with an international focus.

Student Support Services Available at UMM

Career Center

201 Behmler Hall, X6065

<http://www.morris.umn.edu/services/career/>

Staff: Gary Donovan (Director), Amy Blackwelder and Irene Maloney

Offers free advice about a wide range of career issues.

Students may use the Career Center for a wide variety of services, including finding jobs, internships, graduate school information, career advising and resume help.

Sexual Orientation Issues

Argie Manolis and Peh Ng are the co-chairs of the Queer Issues Committee and can be contacted at manolis@morris.umn.edu, X6257 or pehng@morris.umn.edu or X6318.

Violence Prevention Program

106 Blakely Hall, X 6061 or joosbi

Staff: Bridget Joos (Program Coordinator)

<http://www.morris.umn.edu/services/counseling/ViolencePrevention.html>

Offers advice, advocacy, education and intervention for issues such as relationship and sexual violence and stalking for students, faculty and staff at UMM. Works together with the City of Morris and Stevens County to provide a 24 hour crisis hot line (1-800-974-3359).

Student Counseling

235 Behmler Hall, X6060

<http://www.morris.umn.edu/services/counseling/>

Staff: Henry Fulda (Asst. V. C. for Student Life), Gail Hockert, Erica Karger-Gatzow and Jane Kill

Offers free Mental Health Counseling for a wide range of issues

Mental health issues such as stress and depression (among others) can affect academic performance. If you suspect a student's psychological state of mind may be affecting their performance, refer them to Student Counseling.

Student counseling also deals with sexual, racial and sexual-orientation issues, harassment or assault issues, suicide threats and alcohol or drug abuse.

Counseling is available by appointment from 8:00 A.M. – 4:00 P.M. Mon – Fri. for non-crisis situations.

Crisis Intervention

During Counseling Office Hours:

Students in crisis may walk-in to the counseling center and be seen without an appointment from 8:00 A.M. – 4:00 P.M. Mon. – Fri. (e.g., suicide ideation; death in the family, sexual assault).

After Counseling Office Hours:

Suicide: Call campus police at 589-1155, and they will transport the student to the hospital where a psychologist will assess them. You can also call the SCMC crisis line (1-800-568-5955) or 911.

Sexual Assault: Call Someplace Safe at 589-3208 or 1-800-974-3359 (24 hr numbers).

Academic and Financial Aid Guidelines

Financial Aid Probation and Suspension

105 Behmler, X6040

<http://www.morris.umn.edu/financialaid/SAP.html>

See above website for appeals form.

All of the following conditions must be met to be eligible for financial aid:

- 1) Students must maintain a cumulative GPA of 2.0 after attending UMM for 4 semesters (or 60 cr)
- 2) Students must maintain a 75% completion ratio of all credits attempted with a grade of D or better, beginning their first semester
- 3) If students have attempted 150 credits or more, they will be placed on financial aid warning. At 180 credits, financial aid will be suspended.

Academic Probation and Suspension Guidelines:

204 Behmler, X 6011 or scholcom@lists.umn.edu

<http://www.morris.umn.edu/Scholastic/>

Students must maintain both a 2.0 cumulative GPA and a 2.0 term GPA to be in good academic standing. If either falls below 2.0, students are placed on probation. Students who have been on probation for their two most recent semesters **and** whose cumulative GPA falls below 2.0 will be suspended.

Students on probation are restricted to 14 credits.

Suspension occurs following both fall and spring semester and is one year in length. Suspended students who do not appeal may apply for readmission one full academic year (2 regular semesters) after suspension. They must present an academic plan for improvement; evidence of successful completion of continuing education, summer or transfer courses, and/or evidence that personal difficulties are being addressed.

Suspended students may appeal to return only after an absence of one regular academic semester. All appeals will be heard in July following spring semester.

Appeals are submitted electronically and can be found at:

<http://www.morris.umn.edu/Scholastic/AcademicProgress/appealform04-06.pdf>. Appeal deadline is July 1. Contact Dorothy DeJager (X 6011 or dejagerd) or Leslie Meek (X 6213 or meeblesr) if there are problems or questions.