

Early Alert Response System (EARS) Overview and Submission Steps

The Early Alert Response System (EARS) is a campus-wide early notification system to identify at-risk students. The goal of EARS is to actively provide students with a link to the university through academic intervention, advising, and campus resource referrals. Instructors can put submit an Early Alert through their class rosters, and the student will be contacted by a trained staff member. Please note that Early Alerts are most beneficial during the first 3-6 weeks of class, however, EARS is always available.

Things to consider when submitting an Early Alert:

- Early Alerts for academic concerns are supplemental to, not a replacement for, communication between the professor and student about expectations and topics related to class performance.
- Early Alerts are most beneficial during the first 3-6 weeks of the semester.
- Following submission, a trained advisor will review the alert and make appropriate referrals, often within 24 hours.
- Students are not automatically contacted through the EARS system when an alert is submitted.
- Trained advisors will not readily follow up with instructors to you, and will instead, encourage the student to have appropriate conversations.

If you are in doubt about whether or not to submit an Alert, we encourage you to call or email us. We will be happy to listen to your concerns and recommend a course of action.

*****Please note: The system does not automatically email the student*****

Level 1 Behaviors/Response:

- Evidence of weak study skills
- Unprepared for class and unable to participate
- Low quiz and test grades for a large portion of the class
- Incomplete homework assignments
- Tardiness
- Lack of engagement
 - **Response: Instructors attempt to help students prior to making an Early Alert Referral. Provide the student with a Learning Center ["Come See Us" Referral card](#), if appropriate.**
If you are noticing that more than a third of your class appears to be struggling, rather than submitting an Early Alert for all of them, consider inviting the Learning Center to present to your class about study habits and services available. You can submit a request to olivia.fritts@unt.edu.

Level 2 Behaviors/Response:

- After instructor intervention for Level 1 alert, behavior continues
- Student consistently misses classes early in semester and is unresponsive to contact attempts
- Student has not logged into BlackBoard and/or has missed assignments exams
- Sudden decline in academic performance or attendance
 - **Response: Submit an Early Alert through class roster and include Level 1 responses, especially if behavior is seen during the first 3-6 weeks of the semester.**

Level 3 Behaviors/Response:

- Changes in demeanor which might include anxiety, aggression, or depression
- Drastic changes in behavior, performance, or appearance
- Disruptive behavior
- Threats of harming self or others

- **Response: Submit an Early Alert immediately.**
If immediate assistance is necessary for the student's safety or welfare, contact the CARE team directly at careteam@unt.edu | 940-565-4373, the campus police at 940-565-3010, or dial 911.

How to Submit and Early Alert Referral:

1. Log in to your my.unt.edu **Faculty Page** and navigate to the **Class Roster**.
2. Click the **Early Alert Icon** next to the appropriate student on your Class Roster.
3. You will be redirected to the **Early Alert Submission Screen** and asked to submit an **Alert Reason** from the drop-down menu. You may add additional information in the comments field.
 - a. Please provide the advisor with specific information regarding what needs to be communicated to the student.
4. When you have completed the form, click **Save**.
 - a. A confirmation email will be sent to you.
 - b. A trained advisor will use your referral to contact the student and get them connected with appropriate campus resources. For this reason, if you feel it the situation is not alarming and that your student might benefit from contact with the Learning Center, we encourage referring them and following up prior to submitting a request.

The screenshot shows the myUNT University of North Texas website. At the top, there is a navigation bar with links for My Page, Student Resources, Discover EagleConnect, Reports, Faculty, Employee, and Human Resources. Below this is a search bar with a "Select display option:" dropdown set to "Link to Photos" and "Include photos in list". There are two links: "Early Alert" (highlighted in yellow) and "Early Alert Instructions".

On the left side, there is a sidebar menu with links for Human Resources, Discover myUNT, PeopleTools, EIS, Outlook Web Access, and UNT eCampus.

The main content area displays a table titled "Enrolled Students" with the following columns: Notify, Early Alert, Photo, ID, Name, Grade Basis, Units, Program and Plan, and Level. The table contains three rows of student data.

	Notify	Early Alert	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>			██████████89	██████████ Michelle	Graded	3.00	Business - Business Undetermined	Freshman
2	<input type="checkbox"/>			██████████53	██████████ James R	Graded	3.00	Engineering - Pre-Materials Science and Eng.	Freshman
3	<input type="checkbox"/>			██████████95	██████████ Michelle	Graded	3.00	Undergraduate Studies - University Undecided	Freshman