Responding to a Student’s “I’m Thinking about Withdrawing from a Course” Flag

Important Notes about the Following Steps

Please do not clear the flag. The Records Office will do so to close-the-loop on the course withdrawal. If the student changes their mind or raised the flag in error, please note that in your comments.

Please comment directly on the flag. Documentation in the form of notes or appointment outcomes may be made as well, but the Records Office will look for updates to the flag itself.

1. Find the student in your Spartan Success Network (SSN) roster and click on their name to open their folder.

2. Select the Tracking channel and hover over the orange flag icon next to “I’m Thinking about Withdrawing from a Course.” In the new window that appears, click on the Comment button.

3. Write a note to the student to document important information you discussed based on your role:

   **Course Instructor**
   - The student’s most up-to-date, overall grade in the course
   - What proportion (e.g., percentage or points) of the course grades remain
   - If it is mathematically possible for the student to earn a 2.0 or 1.0 in the course

   **Athletic Coach**
   - Impact to athletic eligibility based on NCAA’s satisfactory progress requirements

   **International Advisor**
   - Visa status requirements and considerations

   **Back on Track Mentor**
   - Impact to target semester GPA and credit ratio

   **Academic Advisor**
   - Progression toward degree completion
   - Impact to academic plans
   - Credit load (full-time vs. part-time)

4. Check the box next to “Send copy of note to student” and click the Submit button to record your comments.