



## SPARTAN SUCCESS NETWORK

### How to Comment on a Student's "I'm Thinking about Withdrawing from a Course" Flag

1. After logging in to Spartan Success Network (SSN), find the student in your roster and click on their name to open their SSN folder.
2. Select the Tracking channel and hover over the orange flag icon next to "I'm Thinking about Withdrawing from a Course."

**Sample Student**

Flag Message Appointment File

Overview Info Success Plans Degree Planner Courses **Tracking** Meetings Notes Network

View: Inbox Status: Active Resolved Both Created By: Anyone Me

Item Name	Status	Created	Due	Assignee	Context
I'm Thinking about Withdrawing from a Course	Active	Today			Fluid Mechanics (EGR360.103_Fall2018)

**Sample Student**

SUMMARY STUDENT INFO

I'm Thinking about Withdrawing from a Course

Raised by Student, Sample (Today)

Fluid Mechanics (EGR360.103\_Fall2018)

Edit Comment Clear

3. Click on the Comment button and write a note.

*If you are the student's **instructor** for the course, please provide the following information:*

- 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 you believe it is mathematically possible for the student to earn a 2.0 or 1.0 in the course

*If you are the student's **academic advisor**, please document your withdrawal discussion, which likely will include the student's:*

- Credit ratio (in the Overview channel)
- Credit load (full-time vs. part-time)
- Progression toward degree completion

**Create Note** Never Mind Submit

Subject

\* Note

Send copy of note to yourself

Send copy of note to student

Send copy of comment to flag raiser

\* Required fields Never Mind Submit

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