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.”

3. Click on the Comment button and write a note. (The student cannot see this information unless you send a copy to them, but it is disclosable to the student under FERPA.)

   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

4. Click the Submit button to record your comments.