



## SPARTAN SUCCESS NETWORK

# What Is Sent to Students When the System Raises a Flag?

### Course Withdrawal

*Subject:* [Course Name] Withdrawal

Dear [Student First Name]:

The Records Office has processed your withdrawal from [Course Name]. Please follow-up with your academic advisor at your earliest convenience to discuss how this withdrawal may impact your academic plan. For instance, you may need to adjust the number of credits you plan to take in a future term and/or to explore the possibility of earning credits over the summer.

I wish you the best as you continue working toward your academic goals.

Sincerely,

Joshua Landau, Ph.D.  
Associate Provost

### Five Flags Raised

*Subject:* Multiple Concerns Raised for [Student Full Name]: Response Requested

Dear [Student First Name]:

At YCP, our goal is to support every student. One of the ways we accomplish this is by using a Spartan Success Network (SSN) tool known as a "flag." Specifically, a flag is raised to communicate concern for a student and/or to notify a student when there is a potential for negative academic consequences. In other words, flags are like guard rails designed to help you stay on the path to a successful academic experience.

You are receiving this message because you have accumulated five flags. As the Associate Provost for Student Success, my job is to help you connect with appropriate support to stay on track, and I take this job seriously. Please know that you are not in trouble. However, it is important that you work with us to address this situation.

Your first step is to meet with your academic advisor (who is also being notified that you have five flags); together, you can devise a plan to address any challenges you may be experiencing. If you are unable to meet with your academic advisor, you may contact the SSN team at [spartansuccessnetwork@ycp.edu](mailto:spartansuccessnetwork@ycp.edu).

Sincerely,

Joshua Landau, Ph.D.  
Associate Provost

## Six Unexcused Absences

*Subject:* Six Unexcused Absences in [Course Name]

Dear [Student First Name]:

At YCP, our goal is to support every student. When a student misses six class meetings in a single course, a "flag" is raised in the student's Spartan Success Network (SSN) file. That information gets passed on to the members of the student's network (e.g., their academic advisor) and to me.

You are receiving this message because you have missed six course meetings in [Course Name]. This does not mean you are in trouble. However, we strongly believe that regular class attendance is essential to student success. Therefore, it is important that you work with us to address this situation.

Your first step is to meet with your professor. Together, you can devise a plan to address any challenges you may be experiencing. If you are unable to meet with your professor or, alternatively, your academic advisor, you may contact the SSN team at [spartansuccessnetwork@ycp.edu](mailto:spartansuccessnetwork@ycp.edu).

Sincerely,

Joshua Landau, Ph.D.  
Associate Provost

## Three Flags Raised

*Subject:* Multiple Concerns Raised [Student Full Name]: Response Requested

Dear [Student First Name]:

At YCP, our goal is to support every student. One of the ways we accomplish this is by using a Spartan Success Network (SSN) tool known as a "flag." Specifically, a flag is raised to communicate concern for a student and/or to notify a student when there is a potential for negative academic consequences. In other words, flags are like guard rails designed to help you stay on the path to a successful academic experience.

You are receiving this message because you have accumulated three flags. As the Associate Provost for Student Success, my job is to help you connect with appropriate support to stay on track, and I take this job seriously. Please know that you are not in trouble. However, it is important that you work with us to address this situation.

Your first step is to meet with your academic advisor (who is also being notified that you have three flags); together, you can devise a plan to address any challenges you may be experiencing. If you are unable to meet with your academic advisor, you may contact the SSN team at [spartansuccessnetwork@ycp.edu](mailto:spartansuccessnetwork@ycp.edu).

Sincerely,

Joshua Landau, Ph.D.  
Associate Provost