

## Starfish Flag Description and Notifications

Flag/Kudo	Description	Who can raise	Who can view	Who gets a notification	Student can view*	Student is emailed
Academic Probation Status	This flag is raised for students who are on academic probation in a given semester. Notes will indicate the semesters on probation	Ac. Sup., CSS	Advisor, AA, Ac. Sup., Coach, BO, CSS, Counseling, DWOC, Instructor, Registrar, RD, Res. Life, SA, SA Staff, SFS	None	No	No
Academically Suspended	Raise this flag for a student who has been academically suspended by the University for one semester. IMPORTANT - Notes will include the semester the student is on probation.	Ac. Sup., CSS	Advisor, AA, Ac. Sup., Coach, BO, CSS, Counseling, Instructor, Registrar, RD, Res. Life, SA, SA Staff, SFS	None	No	No
Attendance Concern	Raise this flag for a students whose attendance is concerning (has missed several classes or a couple of classes in a row).	Instructor, Advisor, Ac. Sup., CSS [last three can raise if reported to them]	Advisor, AA, Ac. Sup., Coach, BO, CSS, Counseling, DWOC, Instructor, IC/WOC, Registrar, RD, Res. Life, SA, SA Staff, SFS	Advisor, Ac Sup, Coach, CSS, RD, SA, SA Staff	Yes	Yes
Bad Semester Letter Received	This flag is raised for students who receive a bad semester letter from the Academic Affairs Office in a given semester. Notes will indicate the semesters on probation	Ac. Sup., CSS	Advisor, AA, Ac. Sup., Coach, BO, CSS, Counseling, DWOC, Instructor, IC/WOC, Registrar, RD, Res. Life, SA, SA Staff, SFS	None	No	No
BIT Referral (Behavioral Intervention Team Referral)	Raise this flag if you are concerned about a student who needs outreach in the next couple days due to one or a combination of the following: (1)has withdrawn from activities or interests, (2)acts out, is disruptive or displays threatening behavior, (3)has severe changes in appearance and/or hygiene, (4)has concerning writings (grudges, morbid thoughts), (5)is intimidating or exhibits illogical thinking, (6)has preoccupations or actions that could harm self or others, (7)exhibits or discusses substance abuse,(8)brings relationship issues	All Roles [in case the student presents these issues in any context].	BIT members	BIT members (immediately when the concern is raised)	No	No

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	<p>into the classroom or work, (9)shows or discusses self-injurious behaviors, (10)shows or discusses suicidal risk with a refusal to access Counseling Services</p> <p><b>**This should not be used if a student is in crisis and needs immediate (today) intervention for behaviors that are harmful to self or others. If this is the case, call campus security or the dean of student affairs IMMEDIATELY**</b></p>					
Business Office Hold	Students with this flag are on the Business Office hold list and need to immediately reach out to Renee Young in the Office of Business Affairs. Please reach out to the student to encourage this action to be taken.	BO, CSS, SFS	Advisor, AA, Ac. Sup., AL, Coach, BO, CSS, Counseling, Registrar, RD, Res. Life, SA, SA Staff, SFS	Advisor, Ac. Sup., Coach, BO, CSS, SFS	Yes	Yes
Change of Major	Raise this flag if: (1) you recommend a student explore changing their major, (2) a student has indicated they're definitely changing their major, (3) a student has shown interest in exploring changing their major.	Advisor, AA, Ac. Sup., AL, Coach, BO, CSS, Counseling, DWOC, Instructor, IC/WOC, PD, Registrar, RD, Res. Life, SA, SA Staff, SFS	Advisor, AA, Ac. Sup., AL, Coach, BO, CSS, Counseling, DWOC, Instructor, IC/WOC, PD, Registrar, RD, Res. Life, SA, SA Staff, SFS	Marci Muckleroy	No	No
Classroom Behavioral Concern	Raise this when you have a concern with a student's general behavior in class (i.e. sleeping class, arriving late, being disruptive, being disengaged, etc.)	Instructor CSS [in case instructor reports this outside Starfish]	Advisor, AA, Ac. Sup., Coach, Security, CSS, Counseling, Instructor, RD, Res. Life, SA, SA Staff	Advisor, Ac. Sup., Coach, CSS	No	No
Conditional Admit	Students who are conditionally admitted to the University will have this flag.	Ac. Sup., CSS	Advisor, AA, Ac. Sup., Coach, BO, CSS, Counseling, DWOC Support, Instructor, IC/WOC, Registrar, RD, Res. Life, SA, SA Staff, SFS	None	No	No
Emotional or Mental Health Concern	Raise this when you have a concern with a student's emotional or mental health (i.e. seems despondent, anxious, depressed, or	All Roles [in case the student presents these issues in any context]	Flag raiser, Advisor, AA, Ac. Sup., Coach, Security, CSS, Counseling, Instructor,	Advisor, Ac. Sup., Coach., CSS, Counseling, SA, SA Staff	No	No

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	like they might be having trouble with alcohol or other substance abuse).		RD, Res. Life, SA, SA Staff			
Family Situation Concern	If a student has a situation within their family that impacts their personal or academic life, this flag can be used. It might include issues such as a death in the family, which is short-term, or issues with personal relationships in the family (i.e. I'm not talking to my mother; my parents are divorcing, etc), which may be more long-term.	All Roles [in case the student presents these issues in any context]	Flag Raiser, Advisor, AA, Ac. Sup., Coach, CSS, Counseling, Instructor, RD, Res. Life, SA, SA Staff	Advisor, Ac. Sup., Coach, CSS, RD, SA, SA Staff	No	No
Financial Concern	Use this flag to alert others to a financial concern that a student is having. This could include inability to purchase books or inability to pay a bill to get registered for next semester.	All Roles [in case the student presents these issues in any context]	Flag Raiser, Advisor, AA, Ac. Sup., Coach, BO, CSS, Counseling, SA, SFS	Ac. Sup., Coach, BO, CSS, SA, SFS	No	No
General Academic Concern	Use this flag to express any general academic concerns you have about a student.	Advisor, AA, Ac. Sup., Coach, CSS, DWOC, IC/WOC, Instructor, SA	Flag Raiser, Advisor, AA, Ac. Sup., Coach, CSS, Counseling, DWOC, Instructor, IC/WOC, Registrar, SA, SA Staff	Advisor, Ac. Sup., Coach, CSS, SA, SA Staff	No	No
General Health Concern	This flag should be raised if a student has a general, physical health concern. For instance, this flag might be raised if a student breaks a bone, has to have surgery, gets a concussion, or perhaps has a more long-term physical health need that could affect that class work.	CSS, SA [all reports of injury or missing class for health reasons should be forwarded to Student Affairs]	Advisor, AA, Ac. Sup., Coach, CSS, Counseling, Instructor, RD, SA, SA Staff	Advisor, Ac. Sup., Coach, CSS, Instructor, SA	No	No
In Danger of Dismissal from Nursing program	This flag indicates that a student is at risk of being dismissed from the Nursing program due to academic coursework.	Nezam Al-Nsair	Advisor, AA, Ac. Sup., Coach, CSS, Counseling, SA, SA Staff	Advisor, Ac. Sup., CSS	Yes	Yes
In Danger of Failing	Raise this when a student is in danger of failing a course.	Instructor CSS [in case instructor reports this outside Starfish]	Advisor, AA, Ac. Sup., Coach, CSS, Counseling, DWOC, Instructor, IC/WOC, Registrar, SA, SA Staff	Advisor, Ac. Sup., Coach, CSS, SA, SA Staff	Yes	Yes

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Midterm Deficiency	System will automatically raise this flag for a student who has an official midterm grade of C or below.	The system will automatically raise this flag using PowerCampus data.	Advisor, AA, Ac. Sup., Coach, CSS, Counseling, Instructor, IC/WOC, Registrar, RD, RL, SA, SA Staff	Advisor, Ac. Sup., Coach, CSS	No	No
Missing or Late Assignments	Raise this flag when a student is missing or late with assignments.	Instructor CSS [in case instructor reports this outside Starfish]	Advisor, AA, Ac. Sup., Coach, CSS, Counseling, Instructor, SA, SA Staff	Advisor, Ac. Sup., Coach, CSS, SA, SA Staff	Yes	Yes
Not attending scheduled meetings	Raise this flag when a student is not attending scheduled meetings.	All roles	All Roles	Advisor, Ac. Sup., Coach, CSS	Yes	No
PA- Absent from Class	Raise this flag for a student who missed class	PA Faculty & Staff, Instructor	Advisor, AA, CSS, Instructor, PA Faculty & Staff, SA	Advisor, Betsy Ekey	Yes	No
PA- Course Grade of C	Raise this flag when a student receives a course grade of C	PA Faculty & Staff, Instructor	Advisor, AA, CSS, Instructor, PA Faculty & Staff, SA	Advisor, Betsy Ekey	Yes	Yes
PA- Course Grade of D or F	Raise this flag when a student receives a course grade of D or F	PA Faculty & Staff, Instructor	Advisor, AA, CSS, Instructor, PA Faculty & Staff, SA	Advisor, Betsy Ekey	Yes	Yes
PA- Delinquent Clinical Paperwork	Raise this flag when a student for a student who is missing clinical paperwork.	PA Faculty & Staff, Instructor	Advisor, AA, CSS, Instructor, PA Faculty & Staff, SA	Advisor, Betsy Ekey	Yes	Yes
PA- Late Assignment	Raise this flag when a student turns in an assignment late.	PA Faculty & Staff, Instructor	Advisor, AA, CSS, Instructor, PA Faculty & Staff, SA	None	Yes	Yes
PA-Late to class	Raise this flag when a student arrives late to class	PA Faculty & Staff, Instructor	Advisor, AA, CSS, Instructor, PA Faculty & Staff, SA	None	Yes	Yes
PA- Other Concern	Raise this flag for a student you are concerned about (comments required).	PA Faculty & Staff, Instructor	Advisor, AA, CSS, Instructor, PA Faculty & Staff, SA	Advisor, Betsy Ekey	yes	yes
PA- PANCE Risk	Raise this flag for a student who is at risk for not passing the PANCE exam.	PA Faculty & Staff, Instructor	Advisor, AA, CSS, Instructor, PA Faculty & Staff, SA	Advisor, Betsy Ekey	No	No

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PA- PDRC	Raise this flag who is at risk for PDRC.	PA Faculty & Staff, Instructor	Advisor, AA, CSS, Instructor, PA Faculty & Staff, SA	Advisor, Betsy Ekey	No	No
PA- Professionalism below Expectations	Raise this flag for a student whose professionalism did not meet expectations.	PA Faculty & Staff, Instructor	Advisor, AA, CSS, Instructor, PA Faculty & Staff, SA	Advisor, Betsy Ekey	Yes	yes
PA- Professionalism Comment	Raise this flag for a student whose professionalism met expectations, but a comment was made that warranted a flag.	PA Faculty & Staff, Instructor	Advisor, AA, CSS, Instructor, PA Faculty & Staff, SA	Advisor, Betsy Ekey	yes	yes
PA- Remediation	Raise this flag for a student whose current grades reflect a need for remediation.	PA Faculty & Staff, Instructor	Advisor, AA, CSS, Instructor, PA Faculty & Staff, SA	Advisor, Betsy Ekey	yes	yes
PA- Semester GPA below 3.0	Raise this flag for a student whose semester GPA is at or below 3.0	PA Faculty & Staff, Instructor	Advisor, AA, CSS, Instructor, PA Faculty & Staff, SA	Advisor, Betsy Ekey	yes	yes
PT – Attendance Concern	Raise this flag for PT students missing classes	PT Faculty & Staff	Advisor, AA, CSS, Instructors, PT Faculty & Staff, Student Affairs	Academic Advisor, Bob Frampton	Yes	Yes
PT – Exam Grades below Standard	Raise flag for sub-standard exam grades	PT Faculty & Staff	Advisor, AA , CSS, Instructors, PT Faculty & Staff, Student Affairs	Academic Advisor, Bob Frampton	Yes	Yes
PT – Personal Issues Concern	Raise this flag for PT students for whom you have personal concerns.	PT Faculty & Staff	Advisor, AA , CSS, Counseling Services, Instructors, Residence Life Leadership, PT Faculty & Staff, Student Affairs	Academic Advisor, Bob Frampton	Yes	Yes
PT – Professional Behaviors Concern	This flag should be raised when the professional behaviors of a PT student are in question.	PT Faculty & Staff	Advisor, AA , CSS, Instructors, PT Faculty & Staff, Res Life, Student Affairs	Academic Advisor, Bob Frampton	Yes	Yes
PT – Psychomotor Skills concern	Raise this flag for PT students for whom you have psychomotor skills concerns.	PT Faculty & Staff	Advisor, AA , CSS, Instructors, PT Faculty & staff, Student Affairs	Academic Advisor, Bob Frampton	Yes	Yes
PT – Student Services Issues	Raise this flag for a student who is in need of services from areas such as the DWOC,	PT Faculty & Staff	Advisor, AA , CSS, Counseling Services,	Academic Advisor, Bob Frampton	Yes	Yes

## Starfish Flag Description and Notifications

	Center for Student Success, ADWE, or Counseling, among others.		DWOC Support, Instructors, SA, SA Staff			
SAP	Students who have to have a recovery plan as a result of not making satisfactory academic progress (SAP).	Ac. Sup., CSS	Advisor, AA, Ac. Sup., Coach, BO, CSS, Counseling, DWOC, Instructor, IC/WOC, Registrar, RD, Res. Life, SA, SA Staff, SFS	None	No	No

*\*View allows students to view the tracking items within Starfish as well as any comments made when the tracking item was raised. They, however, cannot view any notes added after the tracking item is raised.*

### Key:

Academic Advisor:	Advisor	Center for Student Success:	CSS	PT Faculty & Staff:	PT
Academic Affairs Leadership:	AA	Counseling Services/ADWE:	Counseling	Registrar:	Reg
Academic Support:	Ac. Sup.	DWOC Support:	DWOC	Res. Hall Director:	RD
Advisory Leadership:	AL	Instructor:	Instructor	Residence Life Leadership:	Res. Life
Athletic Coach:	Coach	IC/WOC portfolio support:	IC/WOC	Student Affairs Leadership:	SA
Business Office:	BO	Program Director:	PD	Student Affairs Staff:	SA Staff
Campus Security:	Sec	PA Faculty and Staff:	PA	Student Financial Services:	SFS