

| Flag/Kudo Name and Description | Who Is Allowed To Raise | How Items Are Raised | Who Is Allowed To Clear | Who Is Allowed To View | Comments Required | From and Reply To | Who Receives Notifications | When Are Notifications Sent |
|--|--------------------------------|---|---|---|--|---|--|-----------------------------|
| Low Quiz/Test Scores Raised when a student is receiving unsatisfactory grades on quizzes and/or tests. | Instructor | Attendance Reporting Early Alert, 6 Week Early Alert, Manually Throughout Semester | Instructor, Advisor(s), Coaches, Academic Support, Veteran's Services Advisor, System if class is dropped, Starfish Coordinator | Instructor, Student, Advisor(s), Coaches and Assistant Coaches, Academic Support, Academic Leadership, Veteran's Services Advisor and Veteran's Services Assistant | Required | From: Starfish Notification Reply To: Flag Raiser (Instructor) Signature: ASC | Student, Advisor(s), Coaches and Assistant Coaches, Veteran's Services Advisor | Daily or Weekly* |
| Assignment Concerns Raised when a student is not turning in assignments, is late turning in assignments or assignment quality is not satisfactory. | Instructor | Attendance Reporting Early Alert, 6 Week Early Alert, Manually Throughout Semester | Instructor, Advisor(s), Coaches, Academic Support, Veteran's Services Advisor, System if class is dropped, Starfish Coordinator | Instructor, Student, Advisor(s), Coaches and Assistant Coaches, Academic Support, Academic Leadership, Veteran's Services Advisor and Veteran's Services Assistant | Required | From: Starfish Notification Reply To: Flag Raiser (Instructor) Signature: ASC | Student, Advisor(s), Coaches and Assistant Coaches, Veteran's Services Advisor | Daily or Weekly* |
| Attendance Concern Raised when a student is not attending class regularly. | Instructor | Attendance Reporting Early Alert, 6 Week Early Alert, Manually Throughout Semester | Instructor, Advisor(s), Coaches, Academic Support, Veteran's Services Advisor, System if class is dropped, Starfish Coordinator | Instructor, Student, Advisor(s), Coaches and Assistant Coaches, Academic Support, Academic Leadership, Veteran's Services Advisor and Veteran's Services Assistant | Required - Add wording in comment box to prompt more information: Please detail attendance concerns such as sporadic attendance, number of absences, last date of attendance, etc. | From: Starfish Notification Reply To: Flag Raiser (Instructor) Signature: ASC | Student, Advisor(s), Coaches and Assistant Coaches, Veteran's Services Advisor | Daily or Weekly* |
| Academic Honesty Raised when a incident of academic dishonesty occurs in the classroom. | Instructor | Manually Throughout Semester | Instructor, Academic Chair or Department Head in which class is located, VP for Student Affairs, Starfish Coordinator | Instructor, Student, Academic Chair or Department Head in which class is located, VP for Student Affairs, Advisor(s) | Required | From: Starfish Notification Reply To: Flag Raiser (Instructor) Signature: ASC | Student, Academic Chair or Department Head, VP for Student Affairs | Immediately |
| Never Attended Raised when a student has never attended a single class session or completed an academically related activity in an online course. | Instructor, Registrar's Office | Attendance Reporting Early Alert | Registrar's Office, System if class is dropped | Instructor, Student, Advisor(s), Coaches and Assistant Coaches, Academic Support, Academic Leadership, Veteran's Services Advisor and Veteran's Services Assistant | No | From: Registrar's Office Reply To: Flag Raiser (Instructor) Signature: Registrar's Office | Student and Advisor(s) | Immediately |
| You're Off to a Great Start Kudos Raised at the beginning of the semester to acknowledge participation, effort, grades, or accomplishments. | Instructor | Attendance Reporting Early Alert, ?6 Week Early Alert, Manually Throughout Semester | Academic Support, Advisor, Non Academic Support, Instructor, Starfish Coordinator | Instructor, Advisor(s), Coaches and Assistant Coaches, Academic Support, Non Academic Support, Academic Leadership, Academic Chair or Dept. Head, Veteran's Services Advisor and Veteran's Services Assistant, Tutoring Coordinator | No | From: Kudos Creator (Instructor) Reply To: Kudos Creator (Instructor) Signature: Kudos Creator (Instructor) | Student | Daily or Weekly* |
| You're Showing Improvement Kudos Raised to comment on a student's participation, effort, grades, or accomplishments. | Instructor | ?6 Week Early Alert, Manually Throughout Semester | Academic Support, Advisor, Non Academic Support, Instructor, Starfish Coordinator | Instructor, Advisor(s), Coaches and Assistant Coaches, Academic Support, Non Academic Support, Academic Leadership, Academic Chair or Dept. Head, Veteran's Services Advisor and Veteran's Services Assistant, Tutoring Coordinator | No | From: Kudos Creator (Instructor) Reply To: Kudos Creator (Instructor) Signature: Kudos Creator (Instructor) | Student | Daily or Weekly* |

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|--|---|---|---|---|-------------------|---|----------------------------|-----------------------------|
| <p>Great Work Kudos Raised to comment on a student's participation, effort, grades, or accomplishments.</p> | Instructor | ?6 Week Early Alert, Manually Throughout Semester | Academic Support, Advisor, Non Academic Support, Instructor, Starfish Coordinator | Instructor, Advisor(s), Coaches and Assistant Coaches, Academic Support, Non Academic Support, Academic Leadership, Academic Chair or Dept. Head, Veteran's Services Advisor and Veteran's Services Assistant, Tutoring Coordinator | No | From: Kudos Creator (Instructor) Reply To: Kudos Creator (Instructor) Signature: Kudos Creator (Instructor) | Student | Daily or Weekly* |
| <p>Kudos To You! Raised to comment on a student's accomplishment.</p> | Advisor(s), Coaches and Assistant Coaches, Academic Support, Non Academic Support, Academic Leadership, Academic Chair or Dept. Head, Veteran's Services Advisor and Veteran's Services Assistant, Tutoring Coordinator | Manually Throughout Semester | Academic Support, Advisor, Non Academic Support, Instructor, Starfish Coordinator | Advisor(s), Coaches and Assistant Coaches, Academic Support, Non Academic Support, Academic Leadership, Academic Chair or Dept. Head, Veteran's Services Advisor and Veteran's Services Assistant, Tutoring Coordinator | Yes | From: Kudos Creator Reply To: Kudos Creator Signature: Kudos Creator | Student | Daily or Weekly* |
| <p>General Concern Raised to express any confidential concerns you have regarding a student.</p> | Instructor, Advisor(s), Academic Support, Academic Leadership, Non Academic Support | Manually Throughout Semester | Starfish Coordinator | Starfish Coordinator | Yes | | Starfish Coordinator | Immediately |
| *Options for receiving notifications can be set through your Starfish profile page | | | | | | | | |