

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	Notification From and Reply To	Who Receives Notifications	When Are Notifications Sent
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
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*
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*
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
Non-Returning Student Use this flag to identify students who have indicated they will not be returning to MSU next semester (not including summer). Do not raise this flag if the student is graduating.	All Starfish Roles	Manually Throughout Semester	Registrar	Academic Leadership, Academic Support, Academic Support Center Director, Access Services, Advisor, Career Services, Counseling Services Staff, Non Academic Support, Registrar, Student Health Clinic Staff, Tutoring Coordinator, Veteran's Services Advsor and Assistant	Required	N/A	N/A	N/A
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*

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	Notification From and Reply To	Who Receives Notifications	When Are Notifications Sent
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*
Great Work 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*
Kudos To You! Raised to comment on a student's accomplishment.	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*
General Concern Raised to express any confidential concerns you have regarding a student.	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								