# IUP — *The* Advisor Advocate

## Concerning Behaviors:
## What to Look for and How to Report

At this point, you may have noticed students and their established patterns of behavior. As an instructor or advisor, you will want to keep an eye out for changes in these patterns. Even if you notice mildly concerning behaviors that are not out of the ordinary for a student - a "yellow flag behavior," these may still cause for reporting.

**Example warning signs**: student is more frequently tardy, missing class, not turning in assignments, or withdrawing from conversations in class.

Alerts give important information to responding parties, such as the **Care Team**. If more than one faculty member raises an alert on a student, this gives the Care Team a more complete picture about what might be going on and how to help the student in question. Remember that it is better to submit an alert right when you see warning signs, before a crisis can occur.

## Raise an Alert - Student Enrolled in Your Class

To quickly raise an alert on a student enrolled in one of your class, use the self service portal in the Course Tools section of MyIUP.
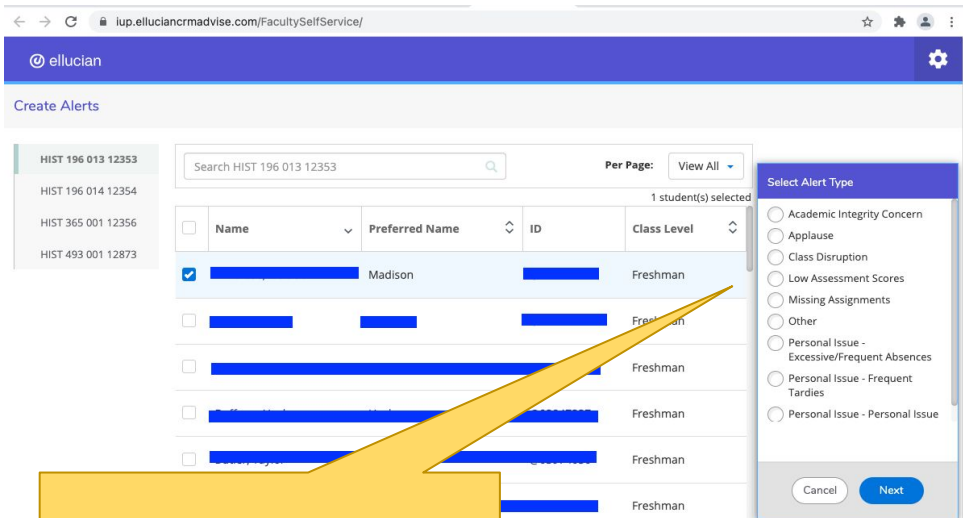


1) Click on Alert type

2) Provide basic notes

3) Submit

### What happens next?
**Example: You raise a "Frequent Absences" Alert**

1. Alert is raised by faculty member that a student has been absent
2. **Adam Jones** receives alert and notifies the **ADean** and (if they live on campus) **Residence Life staff**
3. ADeans and Res Life check in on the student. ADeans also reach out to the student's other faculty members. Necessary support and resources are offered to the student
4. Follow-up is conducted after some time has passed

*"What we find is they are often missing multiple classes and the absence from one class is an indicator of bigger problems."*
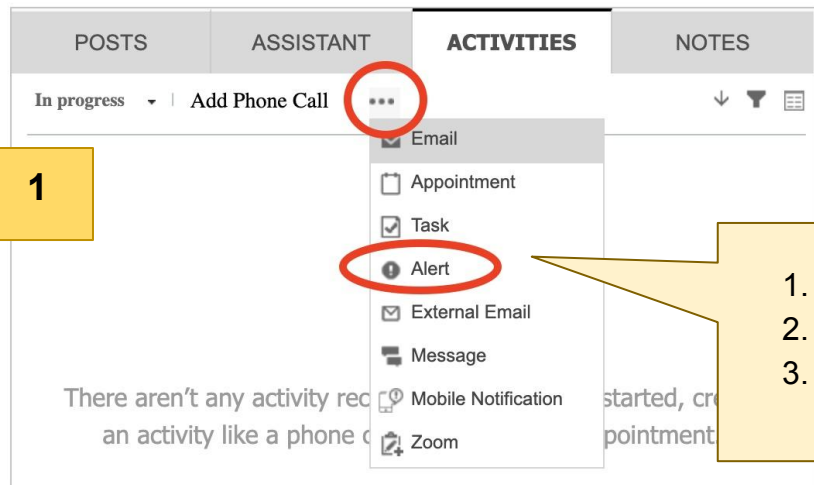Adam Jones, Director of Student Support and Community Standards

## Raise an Alert - Student Not Enrolled in Your Class

**1**

**Do you have a concern about a student not in one of your courses?** The directions below show how to raise an alert using **IUP Advise**.

1. Open the student's profile
2. Scroll down to the "Activities" window
3. Click on the 3-dot dropdown menu and select "Alert"

**2**
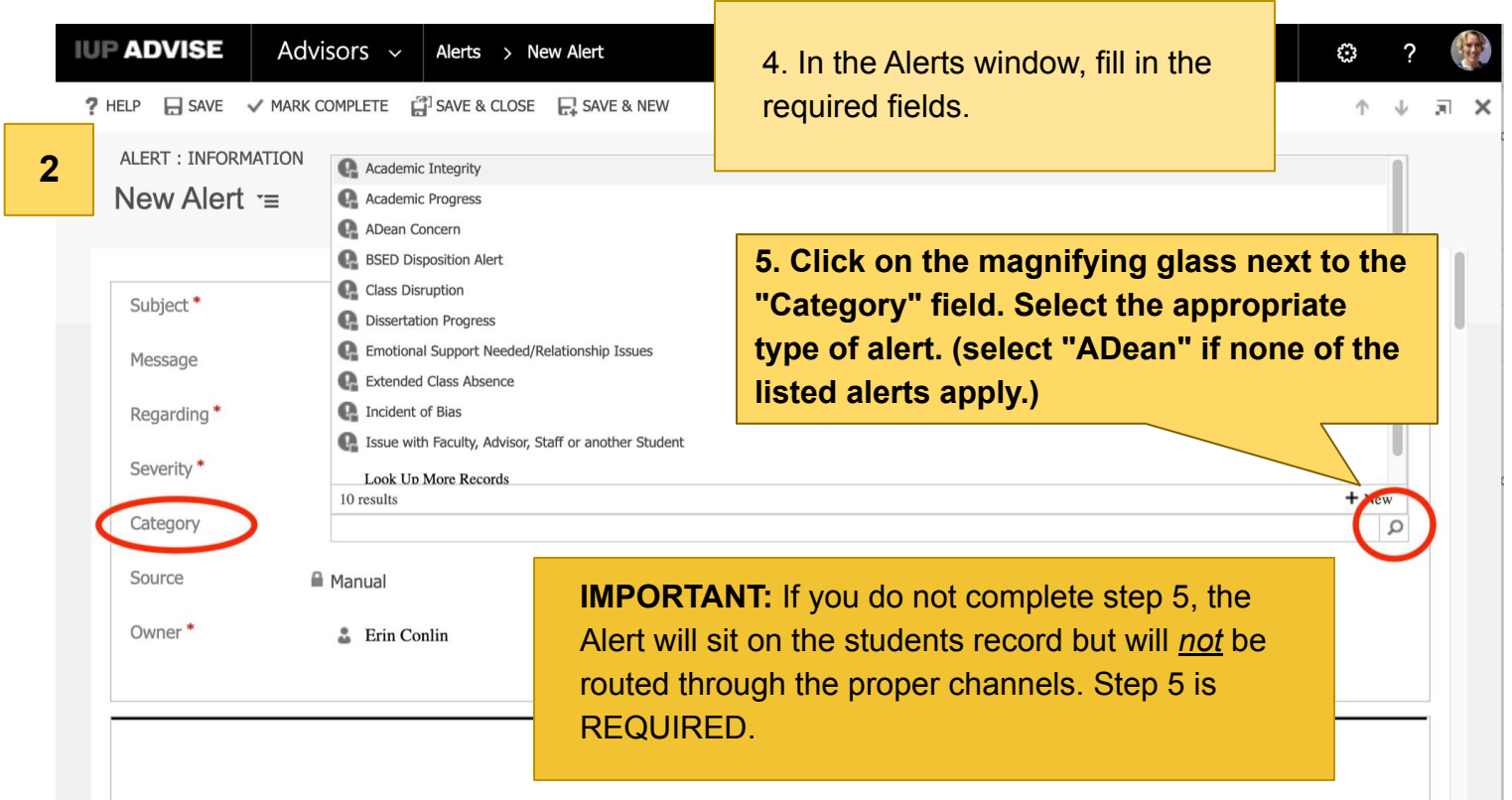
4. In the Alerts window, fill in the required fields.

5. Click on the magnifying glass next to the "Category" field. Select the appropriate type of alert. (select "ADean" if none of the listed alerts apply.)

**IMPORTANT:** If you do not complete step 5, the Alert will sit on the students record but will *not* be routed through the proper channels. Step 5 is REQUIRED.

## Does a Student have an Incident to Report?

Students do not yet have the ability to use IUP Advise and raise self-alerts but they will when a critical mass of faculty and staff are actively using Advise. Remind students that they can always Report an Incident of Concern through the IUP website.