



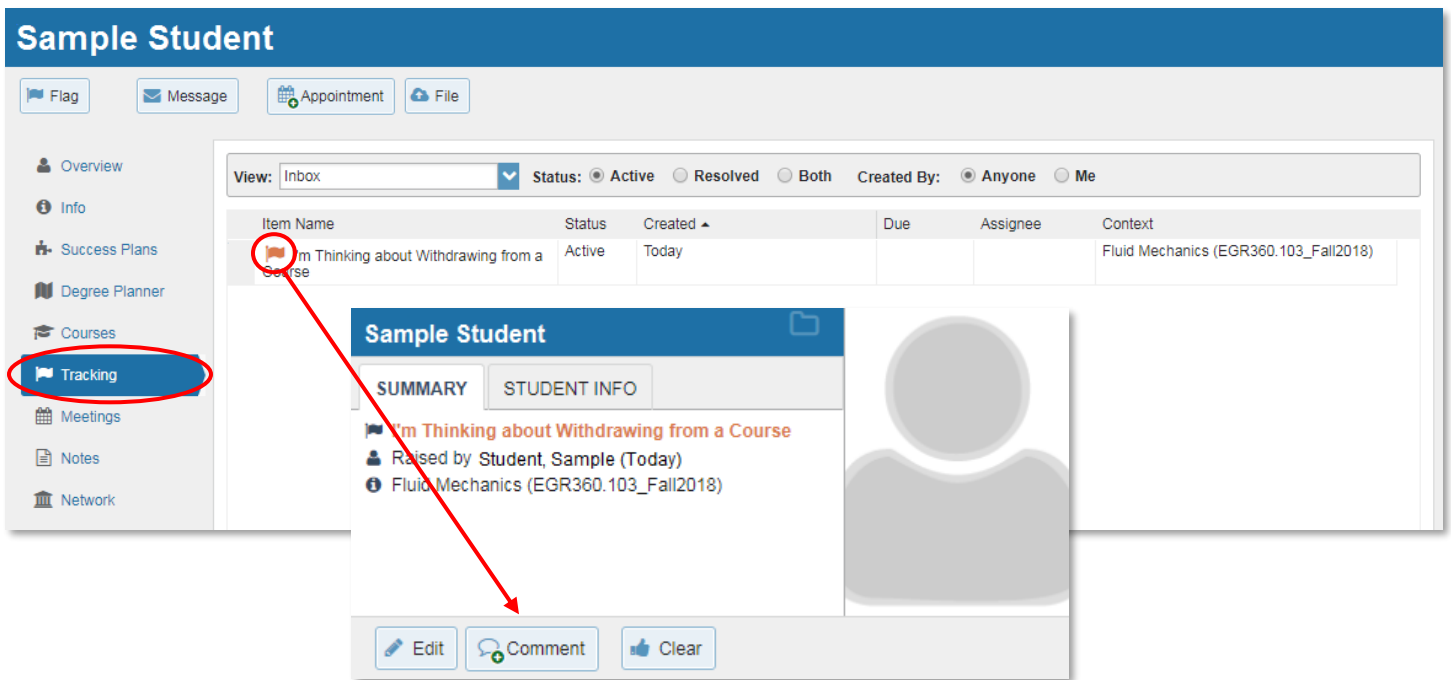
Responding to a Student’s “I’m Thinking about Withdrawing from a Course” Flag

Important Notes about the Following Steps

Please do not clear the flag. The Registrar’s Office will do so to close-the-loop on the course withdrawal. If the student changes their mind or raised the flag in error, please note that in your comments.

Please comment directly on the flag. Documentation in the form of notes or appointment outcomes may be made as well, but the Records Office will look for updates to the flag itself.

1. Find the student in your Spartan Success Network (SSN) roster and click on their name to open their folder.
2. Select the **Tracking** channel and hover over the **orange flag icon** next to “I’m Thinking about Withdrawing from a Course.” In the new window that appears, click on the **Comment** button.



3. Write a note to the student to document important information you discussed based on your role:

Course Instructor

- The student's most up-to-date, overall grade in the course
- What proportion (e.g., percentage or points) of the course grades remain
- If it is mathematically possible for the student to earn a 2.0 or 1.0 in the course

Athletic Coach

- Impact to athletic eligibility based on NCAA’s satisfactory progress requirements

International Advisor

- Visa status requirements and considerations

Back on Track Mentor

- Impact to target semester GPA and credit ratio

Academic Advisor

- Progression toward degree completion
- Impact to academic plans
- Credit load (full-time vs. part-time)

4. Check the box next to “Send copy of note to student” and click the **Submit** button to record your comments.

The 'Create Note' form has a 'Subject' field and a 'Note' text area. Below the text area are three checkboxes: 'Send copy of note to yourself', 'Send copy of note to student' (checked and circled in red), and 'Send copy of comment to flag raiser'. At the bottom right, there are 'Never Mind' and 'Submit' buttons, with the 'Submit' button circled in red.