

Starfish Flag Descriptions

FACULTY KUDO FOR GOOD WORK & STUDENT IMPROVEMENT

- Student will receive an email notification.
- Advising & Counseling will see the Kudos.
- Faculty may raise the Kudos at any point of the semester.
- *FACULTY CLEARS THESE FLAGS.*

Keep Up the Good Work

Instructor may raise this Kudo for students at any point in the semester for students who are performing well to reinforce successful student behaviors.

You're Showing Improvement

Instructor may raise this kudo at any point of the semester when a student has shown improvement.

FACULTY FLAGS TO STUDENT REGARDING STUDENT PROGRESS IN CLASS

- Student will receive an email notification.
- Advising & Counseling will see the flag.
- Ideally these flags are **raised between weeks 1-4 of the semester**, but these flags may be raised at any point of the semester.
- *FACULTY CLEARS THESE FLAGS.*

Attendance/Participation

Instructor may raise this flag to communicate a general concern about a student's attendance or participation behavior (irregular attendance, shows up late, leaves early, attends but not engaged).

Missing Assignment Concern from Instructor

Instructor may raise this flag to alert a student of missed course work. Instructors are asked to specify which assignments are missing, impact of missing assignment on grade, and recommendations for action.

Low Quiz/Test/Assignment Scores Concern from Instructor

Instructor may raise this flag to alert a student about a low quiz/test/assignment score. Instructors are asked to specify which quiz/test/assignment, impact of low performance on overall grade, and recommendations for action.

FACULTY FLAG TO STUDENT REGARDING STUDENT FAILURE OF CLASS

- Student will receive an email notification.
- Advising & Counseling are expected to provide intervention.
- Flag is raised **as early in the semester as possible, ideally prior to mid-term exams**, but this flag may be raised at any point of the semester. Every effort should be made by the instructor to issue this flag prior to the last day a student may withdraw from a course.
- *FACULTY CLEARS THIS FLAG.*

In Danger of Failing Concern from Instructor

Instructor may raise this flag when a student is in danger of failing a course. Advising will provide students with appropriate options (e.g. tutoring, academic accommodations, or withdrawal from the course) and counsel students on the impact their action or lack of action may have on their academic standing and financial aid.

REFERRAL FLAGS FOR SERVICES PROVIDED BY OTHER DEPARTMENTS

- Flags may be raised by faculty or staff.
- Student will receive an email notification.
- Appropriate department will see the flag.
- Ideally these flags are **raised between weeks 1-4 of the semester and no later than when mid-term grades are submitted**, but these flags may be raised at any point of the semester.
- *APPROPRIATE DEPARTMENT CLEARS THE FLAG.*
- All services are 100% free for CCRI students.

Writing Center Referral from Instructor or Staff

The Writing Center staff can help students with many kinds of writing projects such as writing paragraphs, essays, research papers, reports, resumes, business letters, and transfer letters. Services include getting started, creating thesis statements and topic sentences, grammar, organizing and developing ideas, using quotations, citing sources, and many other topics.

Tutoring Referral/Student Success Center from Instructor or Staff

Tutors provide students with clarification of course concepts and practice with course materials in an informal self-paced and self-directed learning environment. A tutor's job is to help students become an independent learner! A student does not have to be in jeopardy of failing to get help from a tutor.

Ideally it is best to recommend tutoring *as early in the semester as possible (weeks 1 – 6) so that the student has time to implement suggestions* from the tutor.

Academic Coaching Referral/Student Success Center from Instructor or Staff

Coaches work individually with each student to provide support in areas such as organizational and time management, overcoming procrastination, effective textbook reading, note taking skills, and test taking study strategies. Ideally it is best to recommend academic coaching *as early in the semester as possible (weeks 1 – 6) so that the student has time to implement suggestions* from the coach.

Career Services Referral from Faculty or Staff

Career Services works individually with students to successfully manage their careers. They provide support for career assessments, researching careers, making career decisions, writing resumes and cover letters, completing a LinkedIn professional profile, interviewing practice, identifying and applying for internships and jobs and navigating employer communications.

REFERRAL FLAGS FOR STUDENT BEHAVIOR CONCERNS

- The student *DOES NOT SEE* these flags.
- Flags should be submitted immediately at any point of the semester.
- **Do not use this flag for emergency situations.** Behavior that is potentially dangerous or threatening should be reported to **college police immediately at 825-2000.**
- *THE DEAN OF STUDENTS OFFICE CLEARS THESE FLAGS.*

Disruptive Classroom Behavior Concern from Instructor

Instructor may raise this flag when a student is exhibiting behaviors in the classroom that are impairing your ability to teach the course or impeding other students from learning AFTER you have initially tried to correct the behavior. Disruptive behaviors may include interrupting speakers, monopolizing classroom discussion, aggressive or inappropriate language, failure to comply, academic dishonesty or any other behavior which degrades the learning environment.

Faculty must indicate in their comments what the behavior is, what you have tried, and what you would like to happen next (e.g. consultation from the Dean of Students Office, informal intervention with the student, formal disciplinary action, etc.).

Student Well-Being Concern from Instructor

Instructor may raise this flag when you observe, or the student has shared, behaviors or interactions which lead you to be concerned about a student. This may include outward signs of depression, dramatic changes in student behavior, food insecurity, homelessness, changes in appearance, financial difficulties or any situation in which you think the student needs support.

Please remember that federal law requires that incidents of sexual assault, sexual harassment, domestic and dating violence must be reported.

Use this [link](#) to inform the Dean of Students Office so they can respond with appropriate support and necessary information.

Academic Integrity Policy Violation from Instructor

Instructor may raise this flag when a student has violated the college's [Academic Integrity Policy](#).

This may include cheating, plagiarism, violation of testing protocols, unauthorized collaboration, false data/citations, etc. The instructor will be prompted to respond to a set of questions before flag submission to the Dean of Students.

JUL 28, 2023

Rachel = the student's first name would be inserted here.

Yasmin Gold = the instructor's first and last name would be inserted here after Professor.

BIOL101-003 = the course would be inserted here.

[Instructor Comments] = this is the space where your verbatim comments will be inserted. Note some flags require comments and others do not.

Flag Detail	PRE-WRITTEN Email	BLANK Email
Attendance/Participation Instructor may raise this flag to communicate a general concern about a student's attendance or participation behavior (irregular attendance, shows up late, leaves early, attends but not engaged). The student will receive an email notification when this flag is raised. Advisors will see this flag. Instructors must clear this flag.	Subject: Attendance/Participation Concern in BIOL101-003 Hi Rachel, I am committed to helping you stay on track in class and achieving your academic goals. I am concerned about your class attendance and/or participation. One of the most important aspects of succeeding in BIOL101-003 is attending and participating in class. [Instructor comments] Comments dropped in here. Please let me know how I may help you. Interacting with the course material and your peers is an important part of mastering course content. Professor Yasmin Gold	Subject: Attendance/Participation Concern in BIOL101-003 [Instructor comments] The message is blank and requires instructor comments to send the message. Instructor will draft topic and supporting sentences as well as the concluding sentence.

Flag Detail	PRE-WRITTEN Email	BLANK Email
<p>In Danger of Failing Concern from Instructor</p> <p>Instructor may raise this flag when a student is in danger of failing a course. Academic Advisors are expected to intervene when this type of flag is raised. The student will receive an email notification when this flag is raised. Advisors will see this flag. The assigned Advisor must clear this flag.</p>	<p>Subject: Action Required in BIOL101-003</p> <p>Hi Rachel,</p> <p>I am committed to helping you stay on track in class and achieving your academic goals. You are not yet progressing to a passing grade in BIOL101-003. I'm concerned that time is running out to turn your grade around. It's very common for students to go through challenges like this and overcome them.</p> <p>[Instructor comments <u>required</u>] Comments dropped in here.</p> <p>Contact me right away to discuss your options and develop a plan of action. An Academic Advisor will also be contacting you to create a success plan moving forward.</p> <p>Professor Yasmin Gold</p> <p>Additional SMS Text Message Hi Rachel! I'm concerned about your progress in BIOL101-003. Check your CCRI email for next steps. Professor Yasmin Gold</p>	<p>Subject: Action Required in BIOL101-003</p> <p>Instructor comments] The message is blank and requires instructor comments to send the message. Instructor will draft topic and supporting sentences as well as the concluding sentence.</p> <p>Additional SMS Text Message Hi Rachel! I'm concerned about your progress in BIOL101-003. Check your CCRI email for next steps. Professor Yasmin Gold</p>

Flag Detail	PRE-WRITTEN Email	BLANK Email
<p>Keep Up the Good Work</p> <p>Instructor may raise this kudo for students who are performing well and reinforce successful student behaviors throughout the semester. The student will receive an email notification of the kudo. Advisors will see this kudo. Instructors must clear this kudo.</p>	<p>Subject: Keep up the good work in BIOL101-003</p> <p>Rachel keep up the good work in BIOL101-003. I notice and appreciate the dedication and hard work you've demonstrated so far in class. Keep up the great work and please reach out to me if you need any help or have questions.</p> <p>[Instructor comments] Comments dropped in here.</p> <p>Professor Yasmin Gold</p>	<p>Subject: Keep up the good work in BIOL101-003</p> <p>Instructor comments] The message is blank and requires instructor comments to send the message. Instructor will draft topic and supporting sentences as well as the concluding sentence.</p>
Flag Detail	PRE-WRITTEN Email	BLANK Email
<p>Low Quiz/Test/Assignment Scores Concern from Instructor</p> <p>Instructor may raise this flag to alert a student about a low quiz/test/assignment score. Instructors are asked to specify which quiz/test/assignment, impact of low performance on overall grade, and recommendations for action, if any. The student will receive an email notification when this flag is raised. Advisors will see this flag. Instructors must clear this flag.</p>	<p>Subject: Your recent grade in BIOL101-003</p> <p>Hi Rachel,</p> <p>I am committed to helping you stay on track in class and achieving your academic goals. I am concerned about your recent academic performance. Scoring as well as you can on each quiz, test or assignment is important to your overall success in BIOL101-003-FA2014.</p> <p>[Instructor comments <u>required</u>] Comments dropped in here.</p> <p>A struggle is just an opportunity for growth, and it's common for students to go through challenges like this and overcome them. Please contact me so we can create a success plan moving forward.</p> <p>Professor Yasmin Gold</p>	<p>Subject: Your recent grade in BIOL101-003</p> <p>Instructor comments] The message is blank and requires instructor comments to send the message. Instructor will draft topic and supporting sentences as well as the concluding sentence.</p>

Flag Detail	PRE-WRITTEN Email	BLANK Email
<p>Missing Assignment Concern from Instructor</p> <p>Instructor may raise this flag to alert a student of missed course work. Instructors are asked to specify which assignments are missing, impact of assignment on grade, and recommendations for action, if any. The student will receive an email notification when this flag is raised. Advisors will see this flag. Instructors must clear this flag.</p>	<p>Subject: Missing assignment in BIOL101-003</p> <p>Hi Rachel,</p> <p>I am committed to helping you stay on track in class and achieving your academic goals. According to my records, you have not yet submitted one or more assignments in BIOL101-003.</p> <p>[Instructor comments <u>required</u>] Comments dropped in here.</p> <p>It can be difficult navigating school, family life, work and many other areas of life at the same time. One of the most important aspects of succeeding in class is setting aside time designated to study, review and complete assignments.</p> <p>Please contact me to talk about your next steps regarding this work.</p> <p>Professor Yasmin Gold</p>	<p>Missing assignment in BIOL101-003</p> <p>Instructor comments] The message is blank and requires instructor comments to send the message. Instructor will draft topic and supporting sentences as well as the concluding sentence.</p>
Flag Detail	PRE-WRITTEN Email	BLANK Email
<p>You're Showing Improvement</p> <p>Instructor may raise this kudo when a student has shown improvement. The Student will receive an email notification of the kudo. Advisors will see this kudo. Instructors must clear this flag.</p>	<p>Subject: Keep up the good work in BIOL101-003</p> <p>Rachel way to go! Your hard work in BIOL101-003 is recognized and appreciated.</p> <p>[Instructor comments] Comments dropped in here.</p> <p>Professor Yasmin Gold</p>	<p>Subject: Keep up the good work in BIOL101-003</p> <p>Instructor comments] The message is blank and requires instructor comments to send the message. Instructor will draft topic and supporting sentences as well as the concluding sentence.</p>

<p>Disruptive Classroom Behavior Concern from Instructor</p> <p>Instructor may raise this flag when a student is exhibiting behaviors in the classroom that are impairing your ability to teach the course or impeding other students from learning after you have initially tried to correct the behavior. This may include interrupting speakers, monopolizing classroom discussion, aggressive or inappropriate language, failure to comply, academic dishonesty or any other behavior which degrades the learning environment. <i>You must indicate in your comments what the behavior is, what you have tried, and what you would like to happen next- consultation from the Dean of Students Office, informal intervention with the student, formal disciplinary action.</i> The Dean of Students will clear this flag. The student does not see this flag.</p> <p>BEHAVIOR THAT IS POTENTIALLY DANGEROUS OR THREATENING SHOULD BE REPORTED TO COLLEGE POLICE IMMEDIATELY AT 825-2000. DO NOT USE THIS FLAG FOR EMERGENCY SITUATIONS.</p>	<p>The instructor will be prompted to respond to the questions below before flag submission to the Dean of Students.</p> <p>You must indicate in your comments -</p> <ol style="list-style-type: none"> 1. What the behavior is? 2. What you have tried? 3. What you would like to happen next (e.g., consultation from the Dean of Students Office, informal intervention with the student, formal disciplinary action)? 	
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<p>Student Well-Being Concern from Instructor</p> <p>Instructor may raise this flag when you observe, or the student has shared, behaviors or interactions which lead you to be concerned about a student. This may include outward signs of depression, dramatic changes in student behavior, food insecurity, homelessness, changes in appearance, financial difficulties or any situation in which you think the student needs support. Please remember that federal law requires that incidents of sexual assault, sexual harassment, domestic and dating violence must be reported. Use this link https://www.ccri.edu/doss/deanstudents/report-it.html to inform the Dean of Students Office so they can respond with appropriate support and necessary information. The Dean of Students will clear this flag. The student does not see this flag.</p> <p>BEHAVIOR THAT IS POTENTIALLY DANGEROUS OR THREATENING SHOULD BE REPORTED TO COLLEGE POLICE IMMEDIATELY AT 825-2000. DO NOT USE THIS FLAG FOR EMERGENCY SITUATIONS</p>	<p>The instructor will be prompted to respond to the questions below before flag submission to the Dean of Students.</p> <p>You must indicate in your comments -</p> <p>1. What is the concern?</p>	
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Flag Detail	PRE-WRITTEN Email	BLANK Email
<p>Tutoring Referral from Instructor or Advisor</p> <p>Tutors provide students with clarification of course concepts and practice with course materials in an informal self-paced and self-directed learning environment.</p> <p>The student will receive an email notification of this referral. Advisors will also see this flag. The Tutoring Center will clear this flag.</p>	<p>Subject: Tutoring Referral for BIOL101-003</p> <p>Hi Rachel,</p> <p>I am committed to helping you in BIOL101-003. I believe you could benefit from free peer tutoring and workshops through our Student Success Center. A tutor will provide you with clarification of course concepts and practice with course materials in an informal self-paced and self-directed learning environment. A tutor's job is to help you become an independent learner! All tutoring is conducted online.</p> <p>You have two options to schedule tutoring. You book CCRI tutors through Starfish under the courses tab or through Blackboard by clicking on the TutorMe link listed under "Tools".</p> <p>[Instructor comments] Comments dropped in here.</p> <p>All students need help in college, so please feel comfortable asking for the help you need. Please let me know when you have made your tutoring appointment. For more information about tutoring, send an email to successcenter@ccri.edu or visit https://www.ccri.edu/success/.</p> <p>Yasmin Gold</p>	<p>Subject: Tutoring Referral for BIOL101-003</p> <p>Instructor comments] The message is blank and requires instructor comments to send the message. Instructor will draft topic and supporting sentences as well as the concluding sentence.</p>

Flag Detail	PRE-WRITTEN Email	BLANK Email
<p>Academic Coaching Referral from Instructor or Advisor</p> <p>Coaches work individually with each student to provide support in areas such as organizational and time management, overcoming procrastination, effective textbook reading, note taking skills, and test taking study strategies.</p> <p>The student will receive an email notification of this referral. Advisors will also see this flag. The Student Success Center will clear this flag.</p>	<p>Subject: Academic Coaching Referral for BIOL101-003</p> <p>Hi Rachel,</p> <p>I am committed to helping you in BIOL101-003. I believe you could benefit from free academic coaching through the Student Success Center. Coaches work individually with each student to provide support in areas such as organizational and time management, overcoming procrastination, effective textbook reading, note taking skills, and test taking study strategies.</p> <p>Please schedule your academic coaching appointment by [Date]. All coaching is offered online. You may search for an academic coaching appointment through Starfish under My Success Network➔Your Services.</p> <p>[Instructor comments] Comments dropped in here.</p> <p>All students need help in college, so please feel comfortable asking for the help you need. Please let me know when you have made your coaching appointment. For more information about academic coaching, send an email to successcenter@ccri.edu or visit https://www.ccri.edu/success/.</p> <p>Yasmin Gold</p>	<p>Subject: Academic Coaching Referral for BIOL101-003</p> <p>Instructor comments] The message is blank and requires instructor comments to send the message. Instructor will draft topic and supporting sentences as well as the concluding sentence.</p>

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<p>Writing Center Referral from Instructor</p> <p>Instructor may raise this flag for students who could benefit from free writing services such as prewriting, organizing, drafting, revising, and editing different kinds of papers for any course through the Writing Center. The student will receive an email notification of this referral. Advisors will also see this flag. The Writing Center will clear this flag.</p>	<p>Subject: Writing Center Referral for BIOL101-003</p> <p>Hi Rachel,</p> <p>I am committed to helping you in BIOL101-003. I believe you could benefit from free writing and revision support through the Writing Center. Please visit the Writing Center on any campus by July 15.</p> <p>[Instructor comments] Comments dropped in here.</p> <p>Each campus Writing Center is open Monday-Friday between 8 am and 4 pm.</p> <p>Knight campus:</p> <ul style="list-style-type: none"> Room 6532 401-825-2279 or kmpetit@ccri.edu for more information <p>Flanagan campus</p> <ul style="list-style-type: none"> Room 2427 401-333-7276 or rdean@ccri.edu for more information <p>Liston campus:</p> <ul style="list-style-type: none"> Room 1164A 401-455-6008 or jmicks@ccri.edu for more information <p>Newport campus:</p> <ul style="list-style-type: none"> Not available. <p>All students need help in college, so please feel comfortable asking for the help you need. Please let me know when you have visited the Writing Center. Updated information about what to expect at your session is always available at https://www.ccri.edu/writingcenter/faqs.html.</p>	<p>Subject: Writing Center Referral for BIOL101-003</p> <p>Instructor comments] The message is blank and requires instructor comments to send the message. Instructor will draft topic and supporting sentences as well as the concluding sentence.</p> <p>Each campus Writing Center is open Monday-Friday between 8 am and 4 pm.</p> <p>Knight campus:</p> <ul style="list-style-type: none"> Room 6532 401-825-2279 or kmpetit@ccri.edu for more information <p>Flanagan campus</p> <ul style="list-style-type: none"> Room 2427 401-333-7276 or rdean@ccri.edu for more information <p>Liston campus:</p> <ul style="list-style-type: none"> Room 1164A 401-455-6008 or jmicks@ccri.edu for more information <p>Newport campus:</p> <ul style="list-style-type: none"> Not available. <p>Updated information about what to expect at your session is always available at https://www.ccri.edu/writingcenter/faqs.html.</p>

	<p>I am also available during my office hours to help you with the course material.</p> <p>Professor Yasmin Gold</p>	
Flag Detail	PRE-WRITTEN Email	BLANK Email
<p>Career Services Referral from Faculty or Staff</p> <p>A Faculty or Staff member may raise this flag for students who could benefit from meeting with a Career Services staff member. Career Services works individually with students to successfully manage their careers. They provide support for career assessments, researching careers, making career decisions, writing resumes and cover letters, completing a LinkedIn professional profile, interviewing practice, identifying and applying for internships and jobs and navigating employer communications. The Student will receive an email notification of this referral.</p>	<p>Hi Rachel,</p> <p>Our Career Services Team is committed to your success as you transition from college to career. I recommended that you take advantage of this free service. Career Services can help you focus on a career direction and assist you to be fully prepared for employment and the job/internship search.</p> <p>To learn more about how Career Services can support you, please visit their website at: https://ccri.edu/careerservices/index.html</p> <p>A member from the Career Services team will contact you to schedule a 1-on-1 meeting or you can schedule an appointment.</p> <p>Yasmin Gold</p>	

<p>Academic Integrity Policy Violation from Instructor</p> <p>Instructor may raise this flag when a student has violated the college's Academic Integrity Policy - https://www.ccri.edu/advising/new_students/student_handbook/academic#academic_integrity.</p> <p>This may include cheating, plagiarism, violation of testing protocols, unauthorized collaboration, false data/citations, etc. The instructor will be prompted to respond to a set of questions before flag submission to the Dean of Students. The Dean of Students will clear this flag. The student does not see this flag.</p>	<p>The instructor must respond to the questions below before flag submission to the Dean of Students.</p> <p>You must indicate in your comments -</p> <ol style="list-style-type: none"> 1. What violation did you observe? 2. What academic penalty did you apply? 3. Did you notify the student of the penalty and provide the information regarding the Academic Grievance process - https://www.ccri.edu/advising/new_students/student_handbook/academic#grievance_procedure? 4. Do you want us to verify if there have been previous instances of academic dishonesty? 5. Would you also like to file a formal disciplinary complaint in addition to the academic penalty? 	
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