

If you are an Instructor

You may want to raise a(n)	Which goes to	Then	Finally
Classroom management flag: 1. Attendance Concern 2. Low Scores 3. Missing/Late Assignments 4. Not Prepared for a Course 5. Please See Instructor 6. Grade Concern	The student via an email and a message in CU Succeed	The student is primarily responsible for reaching out to the Instructor	The Instructor should clear the flag after three working days, even if the student has not responded. A comment may be made during the clearing process.
In Danger of Failing flag	1. The student via an email and a message in CU Succeed 2. A Success Specialist via CU Succeed	1. The student is encouraged via the message to contact the Instructor 2. The Success Specialist will also provide outreach to the student	The Instructor or Success Specialist should clear the flag, depending on who communicates with the student. A comment may be made during the clearing process. The Instructor receives an email that the flag has been cleared.
Recommendation to Withdraw from a Course flag	1. The student via an email and a message in CU Succeed 2. The Degree-Specific Advisor via email and CU Succeed	The Degree-Specific Advisor self-assigns the flag and provides outreach to the student to determine if course withdrawal is an option, taking into consideration financial aid, athletics, etc.	The Degree-Specific Advisor clears the flag. A comment may be made during the clearing process. The Instructor receives an email that the flag has been cleared.
Referral: 1. Academic Coach GA (for general concerns, i.e. study skills, time management, test taking) 2. Success Specialist (for specific concerns, i.e. multiple classroom management issues, low cumulative GPA) 3. Tutoring 4. Writing Center/WALES	1. The student via an email and a message in CU Succeed 2. The Coach, Specialist, Tutorial Services, or Writing Center/WALES via email and/or CU Succeed	The Coach, Specialist, Tutorial Services, or Writing Center/WALES self-assigns the referral and provides outreach to the student	The Coach, Specialist, Tutorial Services, or Writing Center/WALES clears the referral. A comment may be made during the clearing process. The Instructor receives an email that the referral has been cleared.

Note: Many other flags and referrals to campus resources are available to raise within CU Succeed.

If you are an Advisor

You may want to raise a(n)	Which goes to	Then	Finally
Will Course Withdrawal Affect... flag: 1. Varsity Athletic Eligibility 2. Financial Aid Eligibility 3. International Visa Compliancy	The appropriate BU office or department (Athletics, Financial Aid, Global and Multicultural Education) via email and CU Succeed	The appropriate office or department provides outreach to the student	The appropriate office or department clears the flag. A comment may be made during the clearing process. The flag-raiser receives an email that the flag has been cleared.
General Concern flag (for issues that may affect the student's well-being or success, not necessarily academic)	A CU Succeed Administrator for review Note: Student does NOT receive notification until outreach is provided	1. The CU Succeed Administrator refers student to appropriate campus office or resource 2. Referral workflow proceeds	The CU Succeed Administrator clears the flag. A comment may be made during the clearing process. The flag-raiser receives an email that the flag has been cleared.
Student in Need of Support referral	The Dean of Students Office via email and CU Succeed Note: Student receives an email stating that someone will reach out from the Dean of Students Office	The Dean of Students Office self-assigns the flag and provides outreach to the student	The Dean of Students Office clears the referral. A comment may be made during the clearing process. The referral-raiser receives an email that the referral has been cleared.
Referral: 1. Academic Coach GA (for general concerns, i.e. study skills, time management, test taking) 2. Success Specialist (for specific concerns, i.e. multiple classroom management issues, low cumulative GPA) 3. Tutoring 4. Writing Center/WALES	1. The student via an email and a message in CU Succeed 2. The Coach, Specialist, Tutorial Services, or WALES, via email and/or CU Succeed	The Coach, Specialist, Tutorial Services, or WALES self-assigns the referral and provides outreach to the student	The Coach, Specialist, Tutorial Services, or WALES clears the referral. A comment may be made during the clearing process. The referral-raiser receives an email that the referral has been cleared.

Note: Many other flags and referrals to campus resources are available to raise within CU Succeed.