



## SPARTAN SUCCESS NETWORK

# What Is Sent to Students When the System Raises a Flag?

### Course Withdrawal

*Subject:* [Course Name] Withdrawal

Dear [Student First Name]:

The Records Office has processed your withdrawal from [Course Name]. Please follow-up with your academic advisor at your earliest convenience to discuss how this withdrawal may impact your academic plan. For instance, you may need to adjust the number of credits you plan to take in a future term and/or to explore the possibility of earning credits over the summer.

I wish you the best as you continue working toward your academic goals.

Sincerely,

Joshua Landau, Ph.D.  
Associate Provost

### Five Flags Raised & Three Flags Raised

N/A: As of March 2022, students will not be notified when these flags are raised. Rather, to facilitate outreach, key members of students' networks will be notified when the three- or five-flag threshold is reached.

### Six Unexcused Absences

*Subject:* Six Unexcused Absences in [Course Name]

Dear [Student First Name]:

At YCP, our goal is to support every student. When a student misses six class meetings in a single course, a "flag" is raised in the student's Spartan Success Network (SSN) file. That information gets passed on to the members of the student's network (e.g., their academic advisor) and to me.

You are receiving this message because you have missed six course meetings in [Course Name]. This does not mean you are in trouble. However, we strongly believe that regular class attendance is essential to student success. Therefore, it is important that you work with us to address this situation.

Your first step is to meet with your professor. Together, you can devise a plan to address any challenges you may be experiencing. If you are unable to meet with your professor or, alternatively, your academic advisor, you may contact the SSN team at [spartansuccessnetwork@ycp.edu](mailto:spartansuccessnetwork@ycp.edu).

Sincerely,

Joshua Landau, Ph.D.  
Associate Provost