

When to Submit an ESR

Early Student Referrals (ESR's) are designed to be a positive intervention when students show signs that they may not be successful at Mount Aloysius College. If a faculty or staff person has a concern about a student, please submit an ESR by logging into the Portal and then clicking the "Early Student Referral" link on the left pane, under "Quick Links."

Faculty should have a CONVERSATION with AND submit an ESR when a student in their class:

- A student exhibits negative academic BEHAVIORS such as
 - High rate of absenteeism
 - Habitual tardiness
 - Failure to turn in assignments
 - Submission of poor quality assignments/papers/projects
 - Missed tests or quizzes
 - Low test/quiz performance
 - Class disruption or unprofessional clinical behavior
- After first exams for any student who has earned a D or lower. We want to be proactive by making referrals to tutoring and other services. We can ask the advisor to follow-up so that he/she can help the student monitor his/her progress.
- At midterms for any student who has a grade of a D or lower (they'll also get a letter home from the Center for Student Success office). At that point, we will ask the advisor to help the student set a specific plan for successfully completing the course.
- Following midterms for any student who still has a D or lower. It's possible at that point, we may discuss the option of withdrawing from the course.

Faculty and staff should have a CONVERSATION with a student AND submit an ESR when:

- A student tells you that they are failing a class or exhibiting any of the academic behaviors, above. You may not be a student's current faculty member, but if the student tells you any of the above information, we can still help them!
- A student indicates they wish to leave Mount Aloysius College. If you're talking to the student and they tell you they wish to leave, find out as much information as you can and try to connect them with services, if you can. If you're not sure who can help or if you hear a student discussing it at lunch or in the hallway with another student, you can still enter an ESR as an indirect interaction and we will follow up.
- A student indicates they are struggling financially. There are (limited) Sidone funds to help with purchasing textbooks and we may be able to work with the Financial Aid Office or Mission Integration to help a student who has unexpected financial struggles with gas money, repairing a vehicle, etc.
- A student is having personal or other concerns. If students need Counseling, Disability or Health Services, we want to help them obtain services. Use good judgement when writing an ESR for a student with personal concerns. Only write what is absolutely necessary for us to determine what service would help the student. ESR's are legal documents that can be subpoenaed in court so you NEVER should use mental health diagnoses such as, "this student has depression." Also, if there is an immediate safety issue, contact Campus Police and Safety immediately at 814-886-6327.
- Any time you feel as though an issue that a student reports could result in them leaving MAC. Students withdraw from the College for a vast number of reasons, so if it's something that is upsetting to the student, even if it seems minor, it's better to submit an ESR than to not submit an ESR.