As an instructor, you may encounter a situation where a student’s performance or behavior should be addressed. Use the following decision tree to understand when to raise a flag in MySuccess and when to report a concern to the SCRT.

**MySuccess Flag**
You are able to raise a flag to indicate a concern you have about a student’s performance in your class. These are done either through a progress survey or individually as needed.

**Flag types:**
- Attendance Concern
- Unsatisfactory Coursework
- Low Exam Score
- In Danger of Failing

**SCRT Referral**
A referral to the SCRT can be used to help faculty, staff, and other students who are concerned about a student’s significant personal matters or inappropriate/unusual behaviors observed inside and outside the classroom.

**SCRT actions:**
The Student of Concern Review Team will:
- Review and evaluate the report
- Develop a plan of recommended action
- Consult with the reporting party regarding recommended action**
- Meet with the student as needed
- Record information and monitor the situation

**In cases involving imminent danger to the student or others, call 911 immediately. Otherwise, use the following steps.**

**Are you concerned about students performance* in the course?**
- Yes, raise a flag
- No, it is about behavior

**You should submit a Care Report:**
http://studentaffairs.ku.edu/student-affairs-assists or call 785-864-4060

**If you make a report, how will the SCRT respond to these behaviors?**
- Impaired at meetings with staff
- Fixated/obsessed with a person
- Outbursts
- Disturbing written work
- Substance abuse
- Odd or bizarre behavior
- Exaggerated emotions
- May be nothing, but thought someone should know

**Conduct and disruption in the classroom**
is Academic Misconduct. We welcome a referral to SCRT, but the department chair also should be notified.

Questions about the SCRT can be directed to 785-864-4060
Questions about MySuccess can be sent to MySuccess@ku.edu

**NOTE:** If your concerns are both about their performance and their behavior, you should raise a flag AND make an SCRT referral.

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