



Sam Houston State University

SHSU-COM Retention Policy

Early Alert System and Academic Support to Facilitate Retention Page 1 of 1

Created: June 11, 2018

Revised: March 10, 2023

Reviewed and Approved: SHSU-COM Executive Committee, May 2, 2023

1. GENERAL

This COM retention policy statement includes SHSU's early alert system and academic support services that will facilitate medical student retention.

2. EARLY ALERT

Early Alert is a referral system that enables Sam Houston State University faculty to refer students whose academic performance or other indicators demonstrate a need for additional support.

3. ACADEMIC SUPPORT SERVICES

SHSU-COM students shall be provided academic support services through the SHSU-COM. This shall include individualized academic counseling, tutoring, workshops, and resources.

| | |
|--|---|
| Procedure Title: Early Alert | Effective: Upon Receiving Pre-Accreditation Status |
| Corresponding Policy: SHSU-COM Retention Policy | Revised: March 10, 2023 |
| COCA Standard/Element COCA 9.2 | Approved by CEC: May 2, 2023 |

Description: The Early Alert Process is a way to identify students who may need support and resources as quickly as possible. This utilizes an electronic platform with the following workflow.

| Procedure Step/Task | | Responsible Party |
|----------------------------|--|---|
| 1. | Referrals for professionalism concerns are routed to the director of Medical Student Affairs, who then notifies the SPAP committee chair of the professionalism concern. | Director of Medical Student Affairs |
| 2. | Referrals for academic and attendance concerns are routed to the learning specialist in Medical Students Affairs, who reaches out to the affected student(s). | Learning Specialist |
| 3. | Referrals for wellness concerns are routed to the appropriate student affairs specialist, who reaches out to the affected student(s). | Student Affairs Specialist |
| 4. | Referrals for financial concerns are routed to the assistant director for Financial Aid and Scholarships, who reaches out to the affected student(s). | Assistant Director for Financial Aid and Scholarships |