

Sunday, October 20, 2024 at 21:01:47 Eastern Daylight Time

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**Subject:** Monday Matters: Reporting Early Alert Grades

**Date:** Monday, September 9, 2024 at 8:00:46 AM Eastern Daylight Time

**From:** Dodge, Gail

**To:** Dodge, Gail

**CC:** Wallach, Josh A., Johnson, Amy M., Whitfield, Tiffany L.

Dear Colleagues:

Early Alert Grades should be reported in all 100 and 200 level courses in the 5<sup>th</sup> week of class, which is the week of Sept. 23. I want to emphasize the importance of providing this feedback to students. This actionable information allows our professional advisors and support staff time to connect with students in academic jeopardy, create academic recovery plans, consider pivot strategies, and assist students who may need to withdraw from the course if that becomes necessary. I believe you will get separate instructions on how to submit early alert grades if you are teaching one of these courses.

I know that sometimes it is difficult to report a meaningful grade so early, especially if you feel that only tests constitute accurate assessments. However, you can use attendance, performance on homework, and other indicators to identify students who are not engaging with the course. The Center for Faculty Development is also a good resource for developing effective and easy-to-grade assignments that can be deployed early in the semester. You can announce to the class how you are arriving at your early alert grade and encourage them to talk with you about it. The key point is that people are available to contact those students based on the early alert grade, which can help support your efforts.

As has been pointed out repeatedly, the easiest way to cope with our enrollment challenges is to retain the students we have. Your own outreach to an individual student can be very impactful. Showing that you care can make a big difference. Offering one-on-one meetings with students and/or reminding them of our tutoring services or supplemental instruction can help them to see a path forward.

Please let me know if you have any questions or concerns about the early alert grade system.

Best Regards,

Gail

**Upcoming Events and Deadlines:**

Sept. 18, 7 pm: Lytton J. Musselman Natural History Lecture by [Dr. Jessica Ware](#); **Insect Evolution: Insights from Genomics and Morphological Data** (Location: Hampton-Newport News Room, Webb Center)

Sept. 20, 10 - 12: September Environmental Sciences Monthly Discussion – Emerging Contaminants (ECSB 3316)

Sept. 27, 4 pm: Science Friday – Speakers Kristin Heron and Jennifer Georgen (PSB 1100)

Sept. 28, 10 am – 1 pm: Reign in Science – outreach event for K-12 students involving all departments

October 15: Visit by NSF program director, Leslie J. Rissler ([Evolutionary Processes Cluster](#); [Mid-Career Advancement](#), and [Opportunities for Promoting Understanding through Synthesis](#))

Oct. 18, 4 pm: Science Friday – Speakers Ray Cheng and Jennifer Poutsma (PSB 1100)

Nov. 15, 4 pm: Science Friday – Speakers Dan Barshis and Balša Terzić (PSB 1100)

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Gail Dodge  
Dean, College of Sciences  
Professor of Physics  
757-683-3432  
[gdodge@odu.edu](mailto:gdodge@odu.edu)