

Common Instructor Raised Starfish Items



Kudos - Praise Students for Their Hard Work

**Keep Up the Good Work
and
Showing Improvement**

- Including comments is recommended
- Students will receive an email notification and be able to see your comments
- There is no intervention from staff or workflow initiated



Flags - Notify Students & Staff About Concerns

**Concerned with your course
progress,
Attendance Concern,
and
Missing Assignments**

- Including comments is recommended
- Students will receive an email notification and be able to see your comments
- There is no intervention from staff unless the student receives 3 or more active flags raised by anyone

**Course Withdrawal
Recommendation
and
General Concern/Counselor
Intervention**

- Comments are required
- Assigned to Program/Pathway counselor
- 2+ contact attempts by phone and email (recorded in Starfish)
- The flag raiser will be notified and the item closed after 2+ contact attempts



Referrals - Connect Students with Campus Services

Tutoring Services

- Including comments is recommended
- Students will receive an email notification and be able to see your comments
- Tutorial Center will call within 3 days, then email if no answer
- Closed when student responds or 3 business days after outreach attempt

DSP&S Referral

- Comments are required
- Students will receive an email notification (comments will not be visible)
- 2+ contact attempts by phone and email (recorded in Starfish)
- Bulk closure at end of semester unless closed by DSP&S Counselor

For a full description of all Starfish items, go to the [Starfish website](#)