



# Referral Decision Tree

## MySuccess Flag vs. Student of Concern Review Team (SCRT) Referral

Last Updated 8/10/2017

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

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

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

### 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

\*\* Often the reporting party is the best person to reach out to the student to offer support and resources. If this is the case, a member of SCRT is available to coach, prepare, and assist the reporting party in advance.