

RE: Fall 2025 - Progress Reports

The Student Progress Report in Navigate will be deployed twice during the fall 2025 semester. The dates are as follows:

1. Early Alert Progress Report: September 8 – October 3, 2025

- The **Early Alert Progress Report** allows faculty the opportunity to raise Alerts at the beginning of the semester for those students who may be struggling early or who are showing signs of having attendance issues.

2. Late-Semester Progress Report: November 3 – November 21, 2025

- The **Late Semester Progress Report** allows faculty to raise the Recommended Pass/Fail or Withdrawal Alert before the semester deadline of **Friday, November 21, 2025**.

Need Help Completing Your Progress Report(s)?

- a. Instructions on how to complete a [Progress Report](#)
 - b. [How to Complete a Progress Report Video](#) (Login with staff username and network password required)
 - c. Please also review the [Alerts & Case Management Workflow](#) document
- If your students are performing well and no Alerts are necessary, please log in to your Navigate account, access your Progress Report(s), and select the blue button: **Submit unmarked students as not needing feedback (I'm all done)**.

We saw that faculty, trying to do their best to provide as much information as possible, were sometimes submitting multiple Alerts for individual students. We have come to better understand, after hearing from advisors and other support staff, that this approach creates multiple Alerts for students and that these multiples can be challenging to manage and to close. So, to minimize the volume of emails received by both **students** and **staff** regarding Alerts we are asking instructors to do the following:

- For students, where you as the instructor have multiple concerns, please raise the most pertinent Alert, such as Recommend Pass/Fail or Withdrawal.
- Then rather than submit additional cases for the same student we are asking you to include these concerns in the comment field that is available.
 - Options might include 3+ Attendance Absences, In Danger of Failing, and Missing/Late 2+ Assignments or any other pertinent information.
- This clarity will streamline the process within Navigate and yet the advisor can still discuss all of your concerns at the same time.