How to Submit Early Action Referrals in Navigate360

Welcome! The Office of Student Success Initiatives implements the high-impact practice of Early Action and manages referrals through our student success platform, Navigate360. We ask you to help us identify students that may benefit from additional support. Our team is focused on providing students with holistic support through strengths-based outreach, critical conversations, and triage to student support teams.

If you have any questions about this process, please reference our website or email us at student.success@ucdenver.edu. We appreciate your partnership and care!

IMPORTANT: CARE Reports and Academic Misconduct

We have had added quick links to submit CARE Reports and Academic Misconduct forms for your ease of use. These referrals are separate from Early Action and will be managed by their associated offices.

If a student is not attending class, could benefit from tutoring or other support services, is missing assignments, or has incomplete or low assignment/test scores, please submit referrals through Early Action.
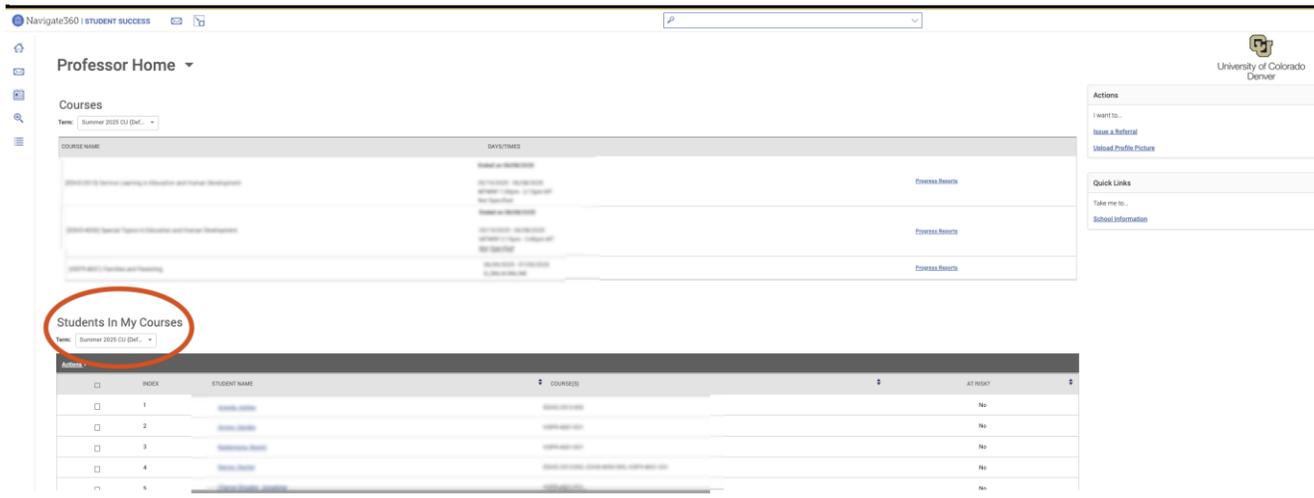
Please submit a CARE Referral when a student:

- Exhibits any substantial change in behavior, mood, or appearance
- Fails to maintain academic boundaries in and out of the classroom
- Expresses significant personal or family problems in conversations, emails, or assignments
- Has experienced a death/significant illness of a family member or friend
- Has been hospitalized, injured, or is experiencing a significant illness
- Has indicated severe resource insecurity affecting access to housing, food, or any other basic needs

Please submit an Academic Misconduct form when a student is suspected of:

- Plagiarism
- Cheating
- Fabrication
- Falsification
- Multiple submission
- Misuse of academic materials
- Complicity in academic dishonesty

Faculty can submit either a CARE Report or an Academic Misconduct form directly through Navigate360. From your home page, scroll down to "Students in My Courses".
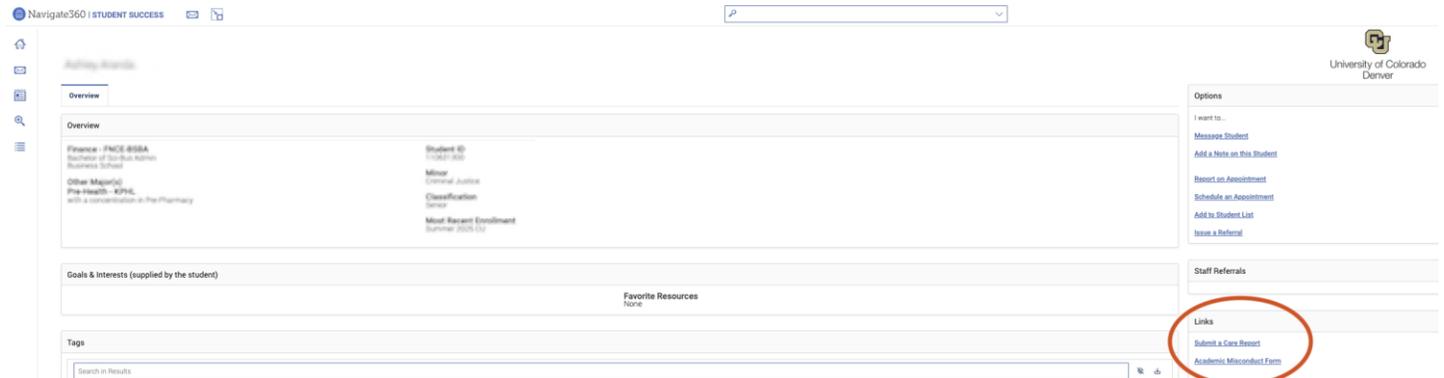
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Click on the student profile for the student that you have concerns for. From there, scroll down and select one of the links on the right-hand side of their profile. These links will take you directly to fill out either a CARE Report or an Academic Misconduct Form.

HOW TO ACCESS YOUR EARLY ACTION REFERRAL FORM:

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There are two ways to access Navigate360 to submit student referrals. Each of these pathways will be outlined below.

FROM EMAIL:

1. Faculty will be emailed a link directly from Navigate360 with information on the current Early Action campaign that includes information on the timeline, referrals and triage process, and any other additional information.

2. From the email, click on the link that says "Click to Begin Entering Student Feedback". You can also scroll down and paste the link at the bottom into your search bar. Both of these links will take you directly to your personalized Early Action referral form. If you teach a large enrollment course and have TAs, you can also send them this link to have them fill out referrals for students as well.

Student Feedback Request

Dear Professor ~~Hermine Aguas~~.

Hello! This is email is to be used for training purposes only. There is no action you need to take at this time. Thank you for your care for your students!

Click to Begin Entering Student Feedback

The link above expires on 06/27/2025. If you would like to provide feedback after the expiration above, please contact your administrator.

If you have trouble with the above link, copy and paste this address into your browser:

https://ucdenver.campus.eab.com/e/~~UDCIDWer~~

FROM NAVIGATE360:

1. Faculty can also log in to Navigate360 by heading to https://ucdenver.campus.eab.com/. You can log in with your regular UCDAccess credentials. If you encounter any login issues, please contact our office by emailing us at student.success@ucdenver.edu.

2. If you have been included in an Early Action campaign, you will see a callout when you log in to your Professor Home Page in Navigate360. Click on "Fill Out Progress Reports" to open the link to your personalized Early Action referral form.

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University of Colorado **Denver**

HOW TO SUBMIT REFERRALS:

1. This is what your referral form will look like. It will include a roster of all your courses and enrolled students.

2. From here, select any student you would like to submit a referral or a commendation for. **You do not need to select "No" for students that do not need referrals**. Please select any applicable referrals and enter any relevant comments in the box on the right-hand side. You can select multiple referrals for the same student.

3. After entering your referral information, you have two options for submission. The first is to select "Submit only marked students (Leave form open)". This will submit the referrals for the students you have marked as needing

referrals but will leave your form open to return to at a later date. We recommend that any TAs use this option when submitting referrals. This button is especially useful if you have an upcoming assignment or exam that you will use to further gauge which students could benefit from additional support, such as tutoring resources.

The second option is to click on the button that says "Submit unmarked students as not Needing Referrals (Close Form). This will effectively close your Early Action submissions, and **we will not be able to reopen your form**. Please only use this button once you are completely finished with referrals for all students and do not wish to return to submit further referrals.

4. That's it! Once your referrals are submitted, the Student Success Initiatives team will start working on reaching out to your student(s) to check in and offer support. Once we've closed the alert, you will receive an email with any applicable notes from our team on the resolution of your referral(s).

DIFFERENT CIRCUMSTANCES:

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If you have not received a link to participate in Early Action and believe you should have received one, please email our team at student.success@ucdenver.edu.

If you closed your Early Action form before completion, you are welcome to either email our office using the address above or submit referrals directly to our office in Navigate360. There are two ways to do this:
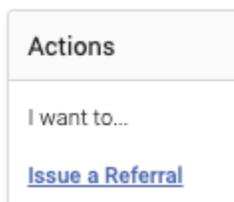
1. You can head down to your student roster, click the box next to their name, and click on "Actions" - "Issue Referral".

You can also click on "Issue a Referral" from the Actions menu on the right-hand side of your home page.

2. From here, select the reason "Student Success Coaching" and include your course and any additional relevant comments. These referrals will be triaged directly to our office, and our outreach process will be the same as it is for Early Action.

ISSUE REFERRAL   ✕

Student   Andrea Gallegos Ramos

Please select a reason   ✕ Student Success Coaching

Is this associated with a specific class?   Optional   ▼

Additional Comments

> Please enter a comment.

Below you will find the details for each Referral Reason chosen and what action(s) will be taken.

Student Success Coaching:

- An email will be sent to the user to which the Case is assigned
- An email with case details will be sent to the assigned case owner
- An email to the Referral issuer will be sent when case is closed
- A case will be opened and assigned to a staff

                                              Cancel   **Submit**

Again, thank you so much for your participation in Early Action, and for your care for your students. If you have any further questions, please reach out to our office at student.success@ucdenver.edu and we're happy to help!