



FACT REPORTS

**Suggested Guidance for Faculty
Completing FACT Reports
at Northeastern University**



First Things First

- FACT reports and notes are NOT private; they are part of a student's educational record and may be subject to third party access under certain circumstances.
- If a student is in crisis or needs immediate assistance or intervention, do not leave the information in a FACT note. Instead, please contact
 - Northeastern University Public Safety (x.2121),
 - WeCare (x.4384), or
 - University Health and Counseling Services (x.2772).



What to Include in FACT Notes

- ✓ Notes should be an accurate description of the meeting with students, not a personal evaluation or assessment.
- ✓ Notes should be of assistance to the student.
- ✓ Notes should help or guide an advisor or another instructor.
- ✓ Notes can include courses that were approved along with alternatives.
- ✓ Notes should facilitate communication with students.
- ✓ Notes can include a student's stated preference, especially if it is counter to the suggested recommendation.
- ✓ Notes can include possible consequences of not following advice.
- ✓ Notes should guide you in any future interactions.
- ✓ Notes can include referrals of a non-sensitive nature.



Say this

“Encouraged student to take SOC 101 due to interest in Human Services.”

“Student has consistently commented on interest in veterinary school.”

“Advised student of requirements for completion of minor and remaining major requirements.”

“Recommended student make an appointment with me after mid-term exams to monitor progress.”

“Referred student to additional University services.”

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Instead of this

“I doubt the student’s ability to be successful in this major.”

“Am concerned about student’s adjustment to University life; student may be better served at a smaller institution.”

“Referred student to UHCS for psychological counseling.”

“Referred student to NUPD over concerns of being stalked by ex-boyfriend.”



DO	DON'T
“Student has not had a math class in 5 years and is concerned about his ability to succeed. Discussed importance of starting math sequence ASAP.”	<i>“Student is scared of math and is avoiding it.”</i>
“Student has dropped MED 120.”	<i>“Student has dropped MED 120 due to unfair grading policies of instructor.”</i>
“Referred to financial aid counselor.”	<i>“First generation college student. Widowed mother. No financial support from family. Referred to financial aid counselor.”</i>
“Student wanted it noted that he missed 2 weeks of class due to hospitalization.”	<i>“Student missed 2 weeks of classes due to hospitalization for cancer treatment.”</i>
“I asked the student to return for another advising session when he has prepared a list of courses for next semester.”	<i>“Clueless”</i>
“Student is overextended with classes, work and activities.”	<i>“Student should get priorities in order and quit that job!”</i>
“Student requested tutoring support, referred to TRIO and to retention services.”	<i>“Student in academic and financial distress. Referred to TRIO for help.”</i>



Some Good Questions to Ask Yourself

- Will the note make sense to a reader in the future?
- Will the note make sense to another reader?
- Would I be comfortable if this note is read by a colleague?
- Would I be comfortable if this note is read by a student and/or his/her parents?
- Is the note accurate and succinct?

When in doubt, leave it out