

EARLY ALERT – IN DANGER OF FAILING FLAG
Sample Email to Student

Instructors send out early alert notifications from {start date} - {end date}.

After reviewing your progress so far, {instructor's name}, your instructor in {course}, believes you may be in danger of failing this course. Consequences of failing a course can range from negative impacts on your financial aid and/or program of study to academic consequences such as probation or suspension.

Your instructor's comments are: Rachel missed 3 classes this month.

Take control over your situation immediately by using the following resources to help you reach your academic goals and avoid the potential negative consequences of failing a course:

1. Connect with your instructor to determine what options you have to raise your grade.
2. Meet with your academic advisor about how failing or dropping a course will affect your program of study. You can schedule an appointment with your advisor by using [Starfish](#). You will find your advisor's name in [My Success Network](#).
3. Contact [One Stop Student Services](#) to discuss how failing or dropping a course may impact your financial aid.
4. Make an appointment with [Learning Services](#) for academic coaching to review college learning strategies such as time management and effective study techniques.
5. Schedule an appointment for [Tutoring](#) (walk-ins are also available).

Important dates and deadlines, including the last day to withdraw from a full-term course, can be found [here](#).

If you have any questions regarding why you are receiving this notification, please contact your instructor.