

GENERAL ACADEMIC CONCERN FLAG

Sample Email to Student

Don Maitz, your instructor in Introduction to Microbiology, is concerned about your course performance.

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

To address this notice, take the following steps immediately:

1. Speak with your instructor to determine what options you have to raise your grade.
2. Speak with your academic advisor about how failing or dropping a course will affect your program of study. You can schedule an appointment with you 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 study skills such as time management and studying for a test.
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.

(Sent from the college under which the course is housed.)