

REMOTE DELIVERY FLAG  
Sample Email to Student

{Instructor's name}, your instructor in {course}, has raised a concern for you in this course.

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.

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