

**Low Assignment Scores** (Alert - No Outreach)

Subject: Low Assignment Scores in [Course Name]

Dear [Student First Name],

I am concerned about your assignment scores in [Course Name]. It is not too late to improve your overall grade in this class!

[Instructor's Comments]

[Broome Academic Flag & Next Steps template] (See template below)

Your success is important to me! Please contact me or set up an appointment so that we can develop a plan of action to improve your grades.

Sincerely,

Professor [Raiser Name]

**Low/Missing Discussions** (Alert - No Outreach)

Subject: Low/Missing Discussions in [Course Name]

Dear [Student First Name],

I am concerned about your participation in discussions in [Course Name]. Discussions are a way for me to know you are understanding course material. It is not too late to improve your overall grade in this class!

[Instructor's Comments]

[Broome Academic Flag & Next Steps template] (See template below)

Your success is important to me! Please contact me or set up an appointment so that we can develop a plan of action to improve your grades.

Sincerely,

Professor [Raiser Name]

## **Broome Academic Flag Services and Next Steps (Inserted into academic-based flag messages)**

Students who use campus services are more likely to be successful. SUNY Broome has many resources that can aid your efforts to improve academic performance and assist with personal concerns. Please take advantage of the opportunity to connect with individuals and services available to you.

Check out services in your My Success Network (on the left side of your homepage in Starfish) to connect with people and services such as:

- Your Academic Advisor
- Learning Assistance Department
- Academic Coach
- The Writing Center
- Tutoring
- Counseling Services
- Math Lab

I encourage you to utilize the services available at SUNY Broome to keep moving toward your goals.