

FLAGS

Attendance Concern:

[Student First Name],
You've been flagged for an attendance concern in [Course Name].

We believe that you can be successful in your academic studies and know that attending class is the first step to accomplishing your goals. Missing class content can affect your grades and academic performance, but it is not too late to change your attendance habits.

Below are your instructor's comments:
[Raise Notes]

Mount Union has many resources that can aid your effort to improve academic performance and assist with personal concerns. Please reply to this email or consider contacting your instructor and/or advisor for resources and suggestions for improvement.

Sincerely,
Center for Student Success

General Academic Concern:

[Student First Name],
Each term, we ask our faculty to provide us with information regarding students' class performance. At this time, you have been flagged for a General Academic Concern in [Course Name], but it's not too late to turn it around! We recommend contacting your instructor immediately to see what can be done in terms of remedying this concern or improving your chances for success in this course.

Below are your instructor's comments:
[Raise Notes]

Mount Union has many resources that can aid your effort to improve academic performance and assist with personal concerns. Please reply to this email or consider contacting your instructor and/or advisor for resources and suggestions for improvement.

Sincerely,
Center for Student Success

In Danger of Failing:

[Student First Name],
Each term, we ask our faculty to provide us with information regarding how well students in their classes are performing academically. Your professor alerted us that there is a concern about your academic progress in [Course Name]. Your instructor raised this flag because we care about you and your academic success. Based on your progress in this course thus far and without a substantial change in your work, you might be in danger of failing this course.

We recommend contacting your instructor immediately to see what can be done to raise your grade in this course. You may also consider contacting your advisor.

The Center for Student Success can also provide support, so please email reply to this email to contact us or set up an appointment - we care about your success!

Sincerely,
Center for Student Success

Low Average in a Course (System Flag):

[Student First Name],

Based on your course grades, you have been flagged for having a low average in [Course Name]. It is not too late to bring this grade up!

We believe that you can be successful in your academic studies. Mount Union has many resources that can aid your effort to improve academic performance and assist with personal concerns. Please reply to this email for direct access to the Center for Student Success, or consider contacting your instructor and/or advisor for resources and suggestions for improvement.

Sincerely,
Center for Student Success

Missing or Late Assignments:

[Student First Name],

Each term, we ask our faculty to provide us with information regarding how well students in their classes are performing academically. At this time, you have been flagged for having missing or late assignments in [Course Name], but it is not too late to turn this around!

We recommend contacting your instructor immediately to see what can be done in terms of turning in these assignments or improving your chances for success in this course. Mount Union has many resources that can aid your effort to improve academic performance and assist with personal concerns, including the Center for Student Success. Reply to this email or call us at 330-823-8685 to set up an appointment.

Sincerely,
Center for Student Success

Poor Grade/Performance on a WOC portfolio assignment:

[Student First Name],

Each term, we ask our faculty to provide us with information regarding how well students in their classes are performing academically. At this time, you have been flagged for poor performance on a WOC portfolio assignment in [Course Name], but it is not too late to turn this around!

We recommend contacting your instructor immediately to see what can be done in terms of improving on your WOC assignment work. Mount Union has many resources that can aid your effort to improve academic performance, and the DWOC (Center for digital, written, and oral communication) might be of specific help to you - please consider reaching out the DWOC or visiting their [website](#).

The Center for Student Success is also here to help - reply to this email or call us at 330-823-8685 to set up an appointment.

Sincerely,
Center for Student Success

Poor Performance on a high stakes/major assignment:

[Student First Name],

Each term, we ask our faculty to provide us with information regarding how well students in their classes are performing academically. At this time, you have been flagged for poor performance on a major assignment in

[Course Name], but it is not too late to turn this around!

We recommend contacting your instructor immediately to see what can be done in terms of improving your work on recent and future major assignments. Reaching out to your advisor is also recommended.

Mount Union has many resources that can aid your effort to improve academic performance, including the Center for Student Success. Reply to this email or call us at 330-823-8685 to set up an appointment.

Sincerely,
Center for Student Success

PT – Attendance Concern:

[Student First Name],
You've been flagged for an attendance concern in [Course Name].

We believe that you can be successful in your academic studies and know that attending class is the first step to accomplishing your goals. Missing class content can affect your grades and academic performance, but it is not too late to change your attendance habits.

Below are any comments from your instructor:
[Raise Notes]

Please contact your instructor and/or advisor for resources and suggestions for improvement.

Sincerely,
Center for Student Success

PT – Exams Grades Below Standard:

[Student First Name],
You've been flagged for having exam grades that are below standard in [Course Name].

We believe that you can be successful in your academic studies, so please contact your instructor and/or advisor for resources and suggestions for improvement.

Below are any comments from your instructor:
[Raise Notes]

Sincerely,
Center for Student Success

PT – Personal Issues Concern

[Student First Name],
You've been flagged for a Personal Issues Concern.

Be sure to reach out to your instructor or advisor to discuss this further, or for additional help and support. Mount Union has a wide variety of resources and services, so please also review the services available in the Starfish Services catalogue and reach out as needed. The Center for Student Success can also be a source of support. Feel free to stop by our Center in HPCC, reply to this email, or call us at 330-823-8685 to set up an appointment.

Below are any comments from your instructor:

[Raise Notes]

Sincerely,
Center for Student Success

PT – Professional Behaviors Concern

[Student First Name],

You've been flagged for an Professional Behaviors Concern in [Course Name].

We believe that you can be successful in your academic and professional studies, so please contact your instructor and/or advisor for resources and suggestions for improvement.

Below are any comments from your instructor:

[Raise Notes]

Sincerely,
Center for Student Success

PT – Psychomotor Skills Concern

[Student First Name],

You've been flagged for an Psychomotor Skills Concern in [Course Name].

We believe that you can be successful in your academic and professional studies, so please contact your instructor and/or advisor for resources and suggestions for improvement.

Below are any comments from your instructor:

[Raise Notes]

Sincerely,
Center for Student Success

PT – Student Services Concern

[Student First Name],

You've been flagged for a Student Services Concern.

We believe that you can be successful in your academic studies, but we know that other services can help make this easier. Mount Union has a wide variety of other resources and services, so please also review the services available in the Starfish Services catalogue and reach out as needed. The Center for Student Success can also be a source of support. Feel free to stop by our Center in HPCC, reply to this email, or call us at 330-823-8685 to set up an appointment.

Below are any comments from your instructor:

[Raise Notes]

Sincerely,
Center for Student Success

PA—Absent from Class

[Student First Name],
You've been flagged for missing a class in [Course Name].

Class attendance in the Physician Assistant Program is mandatory.

Below are any comments from your instructor:

[Raise Notes]

Please contact your instructor and/or advisor.

Sincerely,
[Raisers Name]

PA—Late to Class

[Student First Name],
You've been flagged for arriving to class late in [Course Name].

Please note that class starts promptly at the assigned time. Please be sure to arrive on time for class to ensure success in the PA Program.

Below are any comments from your instructor:

[Raise Notes]

Please contact your instructor and/or advisor for resources and suggestions for improvement.

Sincerely,
[Raisers Name]

PA—Late Assignment:

[Student First Name],
You've been flagged for turning an assignment in late in [Course Name].

Assignments must be turned-in in a timely manner to be successful in the PA Program. Remember, you can always reach out to your instructor or advisor for additional help.

Below are any comments from your instructor:

[Raise Notes]

Sincerely,
[Raisers Name]

PA—Professionalism Below Expectations

[Student First Name],

You've been flagged for Professionalism Below Expectations in the PA Program.

Below are any comments:

[Raise Notes]

Please contact your instructor and/or advisor for resources and suggestions for improvement.

Sincerely,

[Raisers Name]

PA—Professionalism Comment

[Student First Name],

You've been flagged for a Professionalism Comment in [Course Name].

Below are any comments from your instructor:

[Raise Notes]

Sincerely,

[Raisers Name]

PA—Course Grade of C:

[Student First Name],

You've been flagged for receiving a C in [Course Name].

Below are any comments from your instructor:

[Raise Notes]

Sincerely,

[Raisers Name]

PA—Course Grade of F:

[Student First Name],

You've been flagged for receiving a F in [Course Name].

Below are any comments from your instructor:

[Raise Notes]

Sincerely,

[Raisers Name]

PA—Semester GPA at or Below 3.0:

[Student First Name],

You've been flagged for receiving a semester GPA at or below 3.0.

Below are any comments from your instructor:

[Raise Notes]

Sincerely,

[Raisers Name]

PA— Remediation:

[Student First Name],

You've been flagged for needing remediation to get back on track.

Below are any comments from your instructor:

[Raise Notes]

Please contact your instructor and/or advisor for resources and suggestions for improvement.

Sincerely,

[Raisers Name]

PA – Delinquent Clinical Paperwork

[Student First Name],

You've been flagged for Delinquent Clinical Paperwork.

All necessary paperwork needs to be completed. Please turn these documents in as soon as possible.

Below are any comments from your Clinical Coordinator:

[Raise Notes]

Sincerely,

[Raisers Name]

PA – Other Concern

[Student First Name],

You've been flagged for other concern in [Course Name].

We believe that you can be successful in your academic and professional studies, so please contact your instructor and/or advisor for resources and suggestions for improvement.

Below are any comments from your instructor:

[Raise Notes]

Sincerely,

Center for Student Success

KUDOS:

Right now, all kudos have this same template, which is below.

[Student First Name],
Congratulations! A [Kudos Name] kudo has been sent to you!

Below are any comments from the person who sent this kudo:
[Raise Notes]

Congratulations again,
Center for student Success

TO-DOS:

Right now, all To-Dos have this same template, which is below.

Dear [Student Name],
I have added a new To-Do to your student folder. Below you will find the details of this task. If you have additional questions, please reply to this email.

To-Do: [To-Do Name]
Course: [Course Context]
Comments: [Raisers Notes]
Due Date: [Due Date]

We care about your success!

Sincerely,
[Raisers Name]

REFERRALS:

Right now, all Referrals have this same template which is below.

Dear [Student First Name],
We care about your success! Below you will find a referral that I believe will help you succeed. As a student here, we encourage you to take advantage of the resources available to you.

Referral Name: [Referral Name]
Course: [Course Context]
Comments: [Raisers Comments]
Due Date: [Due Date]

Sincerely,
[Raisers Name]