

Level 3: Urgent Flags

FLAG	Automated Email	Outreach & Resolution Performed By:	Goal of Outreach
Never Attended	<p>Dear [Student Full Name],</p> <p>You've been flagged for [Flag Name] in [Course Name].</p> <p>[Raise Notes]</p> <p>If you are planning to complete this course, you must see your instructor immediately to discuss your status. If you are not planning to complete this course, you should withdraw from the course at this time to prevent a negative impact on your GPA. Please note that there is no tuition refund for individual withdrawals at this time.</p> <p>Sincerely,</p> <p>EMU Student Success Team</p>	<p>College/UACDC Academic Advisor except when Honors Athlete EDGE</p>	<p>Encourage student to meet with instructor</p> <p>Connect with appropriate resources/staff</p>

Level 2: Action Flags

FLAG	Automated Email	Outreach & Resolution Performed By:	Goal of Outreach
At Risk of Failing	<p>Dear [Student First Name],</p> <p>Each term, faculty are asked to provide information regarding how well students in their classes are performing academically. Your instructor has raised a concern about your academic progress in [Course Name]. Based on your progress in this course thus far, and without a substantial change in your work, you might be at risk of failing this course.</p> <p>We recommend contacting your instructor immediately to discuss what actions can be taken to improve your grade. You should also consider contacting your advisor.</p> <p>[Raise Notes]</p> <p>Sincerely,</p> <p>EMU Student Success Team</p>	<p>College/UACDC Academic Advisor except when Honors Athlete EDGE</p>	<p>Encourage student to meet with instructor</p> <p>Connect with appropriate resources/staff</p>
Cannot Pass	<p>Dear [Student Full Name],</p> <p>Each term, faculty are asked to provide information regarding how well students in their classes are performing academically. Your instructor has raised a concern about your academic progress in [Course Name]. Based on your performance thus far, you will not be able to pass this course.</p> <p>It is recommended that you withdraw from this course as soon as possible to prevent a negative impact on your GPA. You should also consider contacting your advisor.</p> <p>Here are comments from your instructor: [Raise Notes]</p> <p>Sincerely,</p> <p>EMU Student Success Team</p>	<p>College/UACDC Academic Advisor except when Honors Athlete EDGE</p>	<p>Assist student with withdrawal process and help them determine any ramifications</p>

Level 1: Informational Flags

FLAG	Automated Email	Outreach & Resolution Performed By:	Goal of Outreach
Attendance Concern	<p>Dear [Student Full Name],</p> <p>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 attendance in [Course Name]. Your instructor raised this flag because we care about you and your academic success.</p> <p>[We recommend contacting your instructor immediately to see what can be done to raise your grade in this course...]</p> <p>Sincerely,</p> <p>EMU Student Success Team</p>	Student/Instructor	
Low or No Online Participation	<p>Dear [Student Full Name],</p> <p>You've been flagged for Low or No Online Participation in [Course Name].</p> <p>We believe that you can be successful in your academic studies and know that engaging with course material is the first step to accomplishing your goals. Missing class content can affect your grades and academic performance. It may not be too late to change your habits.</p> <p>[Raise Notes]</p> <p>We recommend contacting your instructor immediately to discuss what impact your low engagement with the course content is having on your grade. You should also consider contacting your advisor.</p> <p>EMU cares about your success!</p> <p>Sincerely,</p> <p>EMU Student Success Team</p>	Student/Instructor	
Missing/Late Assignments	<p>Dear [Student Full Name],</p> <p>Based on your pattern of submitting assignments, you've been flagged for [Flag Name] in [Course Name]. It may not be too late to improve your overall grade in this class!</p> <p>We recommend you make an appointment to see your instructor immediately about the impact your late and/or missing assignments are having on your grade.</p> <p>[Raise Notes]</p> <p>Sincerely,</p> <p>EMU Student Success Team</p>	Student/Instructor	