Fall 2015 Progress Surveys

OVERVIEW & TIMELINE

Emails

4th & 10th week emails will come from Shari Nelson, Student Academic Services
A link to a unique progress survey website will be created providing resources specific to the progress survey flags
A separate 4th & 10th week survey and resource site will be created for online courses.

4th Week Progress Survey

Emails will be sent from Shari Nelson, Student Academic Services
Flags
  o Attendance Concern
  o In Danger of Failing (Tests/Quizzes)
  o In Danger of Failing (Assignments/Papers)
  o Low Participation
  o Never Attended (No Show)
Kudos
  o Great Work!

10th Week Progress Survey

Emails will be sent from Shari Nelson, Student Academic Services
Flag
  o Failing Course
Kudos
  o Showing Improvement

PROGRESS SURVEY – SAMPLE EMAILS SENT TO STUDENTS

4th Week Flags & Kudos

Attendance Concern Flag

Subject: UND Notification: Attendance Concern in Introduction to Microbiology

Don Maitz is concerned about your lack of attendance in Introduction to Microbiology.

The University of North Dakota believes that you can be successful in your academic studies, and attending class is important! Interacting with the course material and your peers is one of the best ways to master the course content.

Your instructor’s concerns are: Rachel missed 3 classes this month.
Please contact your instructor as soon as possible and consider contacting your advisor for resources and suggestions for improvement.

UND has many resources that can aid your effort to improve academic performance and assist with personal concerns. You can find out more about these resources by clicking here. In addition, please be aware of important dates and deadlines, such as the last day to drop a course. You can view these dates by clicking here and selecting the appropriate semester.

We care about your success!

**In Danger of Failing (Assignments & Papers) Flag**

**Subject: UND Notification: In Danger of Failing (Assignments & Papers) in Introduction to Microbiology**

Don Maitz is concerned about your academic progress in Introduction to Microbiology.

Based on your scores on assignments and papers in this course so far, and without a substantial change in your work, you might be in danger of failing this course.

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

Please contact your instructor as soon as possible to see what can be done to raise your grade. You should also consider contacting your advisor for resources and suggestions for improvement.

UND has many resources that can aid your effort to improve academic performance and assist with personal concerns. You can find out more about these resources by clicking here. In addition, please be aware of important dates and deadlines, such as the last day to drop a course. You can view these dates by clicking here and selecting the appropriate semester.

We care about your success!

**In Danger of Failing (Tests & Quizzes) Flag**

**Subject: UND Notification: In Danger of Failing (Tests & Quizzes) in Introduction to Microbiology**

Don Maitz is concerned about your academic progress in Introduction to Microbiology.

Based on your scores on tests and quizzes in this course so far, and without a substantial change in your work, you might be in danger of failing this course.

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

Please contact your instructor as soon as possible to see what can be done to raise your grade. You
should also consider contacting your advisor for resources and suggestions for improvement.

UND has many resources that can aid your effort to improve academic performance and assist with personal concerns. You can find out more about these resources by clicking [here](#). In addition, please be aware of important dates and deadlines, such as the last day to drop a course. You can view these dates by clicking [here](#) and selecting the appropriate semester.

We care about your success!

**Low Participation Flag**

**Subject: UND Notification: Low Participation in Introduction to Microbiology**

Don Maitz is concerned about your level of participation in Introduction to Microbiology.

The University of North Dakota believes that you can be successful in your academic studies, and participating in class is important! Interacting with the course material and your peers is one of the best ways to master the course content.

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

Please contact your instructor as soon as possible and consider contacting your advisor for resources and suggestions for improvement.

UND has many resources that can aid your effort to improve academic performance and assist with personal concerns. You can find out more about these resources by clicking [here](#).

We care about your success!

**Never Attended (No Show) Flag**

**Subject: UND Notification: Never Attended in Introduction to Microbiology**

Don Maitz has flagged you for never attending class in Introduction to Microbiology.

The University of North Dakota believes that you can be successful in your academic studies, and attending class is the first step to accomplishing your goals. Not attending class can affect your grades, financial aid, and academic performance. It is not too late to change your attendance habits.

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

Please contact your instructor as soon as possible and consider contacting your advisor for resources and suggestions for improvement.

UND has many resources that can aid your effort to improve academic performance and assist with personal concerns. You can find out more about these resources by clicking [here](#). In addition, please be
aware of important dates and deadlines, such as the last day to drop a course. You can view these dates by clicking [here](#) and selecting the appropriate semester.

We care about your success!

**Great Work Kudos**

Congratulations!

Don Maitz has indicated that you are excelling in Introduction to Microbiology. Your instructor's comments are: He has attended every class and has excellent test scores.

Keep up the good work!

**10th Week Flags & Kudos**

**Failing Course Flag**

**Subject: UND Notification: Failing Course in Introduction to Microbiology**

As someone who is committed to helping you succeed at UND, I have been notified by [Instructor] that you are currently receiving a failing grade in [Course]. The ramifications of failing a course can range from impacts on your financial aid and/or course of study to academic consequences such as probation and suspension.

Because the last day to drop a course is quickly approaching (November 13, 2015), take the following steps immediately:

1. Speak with [Instructor] to determine what options you have, if any, to raise your grade.
2. Contact One Stop Student Services (701.777.1234) to discuss how failing or dropping a course may impact your financial aid.
3. Speak with your academic advisor about how failing or dropping a course will affect your program of study. (Your advisor is listed in your Student Center in Campus Connection.)

In addition, please note that there are many campus resources available to assist you, not only this semester, but as you plan for next semester and continue your academic journey here at UND. You can find a list of these academic resources by clicking [here](#).

I am happy to visit with you by email, telephone, or in person if you have further questions or concerns.

**Showing Improvement Kudos**

**Subject: Great Work in Introduction to Microbiology**

Congratulations!
Don Maitz indicates you have shown great improvement in Introduction to Microbiology.

Your instructor’s comments are: Student has greatly improved on his papers and preparedness for class.

Keep up the good work!