Spring 2017 Progress Surveys

OVERVIEW & SAMPLE EMAILS

Emails

- Emails will come from Shari Nelson, Student Academic Services, on behalf of instructor raising the flag
- A link to a unique progress survey website will be created providing resources specific to the progress survey flags
- A separate survey and resource site will be created for on-line courses.

Early Alert Progress Survey

- Progress survey will be open between the 3rd & 4th week of classes
- Emails will be sent from Shari Nelson, Student Academic Services, on behalf of instructor raising the flag
- Flags
  - Attendance Concern
  - In Danger of Failing
  - No Show (Never Attended)
- Kudos
  - Great Work!

Midterm Deficiency Progress Survey

- Emails will be sent from Shari Nelson, Student Academic Services, on behalf of instructor raising the flag
- Flag
  - Failing Course
- Kudos
  - Great Work!
  - Showing Improvement

PROGRESS SURVEY – SAMPLE EMAILS SENT TO STUDENTS

Early 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!

This email is sent on request of Don Maitz, your instructor in Introduction of Microbiology. If you have questions regarding the reasons for this email, please contact your instructor. If you have questions regarding the resources available for you to be successful at UND, please feel free to contact me.

**In Danger of Failing**

**Subject: UND Notification: In Danger of Failing in Introduction to Microbiology**

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

Based on your scores 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.

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This email is sent on request of Don Maitz, your instructor in Introduction of Microbiology. If you have questions regarding the reasons for this email, please contact your instructor. If you have questions regarding the resources available for you to be successful at UND, please feel free to contact me.
**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!

This email is sent on request of Don Maitz, your instructor in Introduction of Microbiology. If you have questions regarding the reasons for this email, please contact your instructor. If you have questions regarding the resources available for you to be successful at UND, please feel free to contact me.

**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!

**Midterm Deficiency Flag & Kudos**

**Midterm Deficiency Flag**

Subject: UND Notification: Midterm Deficiency in Introduction to Microbiology

Dear Rachel,

Don Maitz indicates that you are currently receiving a deficient grade (D, F, or U) in Introduction to Microbiology. 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.
Your instructor’s comments are: Rachel has not attended classes and is missing 2 tests.

Because the last day to drop a full-term course is quickly approaching, take the following steps immediately:

- Speak with Don Maitz to determine what options you have, if any, to raise your grade.
- Contact One Stop Student Services (701.777.1234) to discuss how failing or dropping a course may impact your financial aid.
- Speak with your academic advisor about how failing or dropping a course will affect your program of study. (Your advisor is listed in Starfish in My Success Network.)

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.

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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!