

EARLY ALERT – IN DANGER OF FAILING FLAG
Sample Email to Student

Instructors will be sending out early alert notifications from September 10-19, 2021. Don Maitz, your instructor in Introduction to Microbiology, is concerned about your academic progress in this course. Based on your progress so far, you might be in danger of failing this course. The consequences 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 missed 3 classes this month.

To address this notice, take the following steps immediately:

1. Speak with your instructor to determine what options you have to raise your grade.
2. Speak with your academic advisor about how failing or dropping a course will affect your program of study. You can schedule an appointment with you advisor by using [Starfish](#). You will find your advisor's name in [My Success Network](#).
3. Contact [One Stop Student Services](#) to discuss how failing or dropping a course may impact your financial aid.
4. Make an appointment with [Learning Services for academic coaching](#) to review study skills such as time management and studying for a test.
5. Schedule an appointment for [tutoring](#) (walk-ins are also available).

Important dates and deadlines, including the last day to withdraw from a full-term course, can be found [here](#).

If you have any questions regarding why you are receiving this notification, please contact your instructor.