

To: Instructor Name

From: [provost@rit.edu](mailto:provost@rit.edu)

ReplyTo: [starfish@rit.edu](mailto:starfish@rit.edu)

Subject: Academic Progress Report message from Provost Granberg

Dear Colleagues:

I hope your semester is off to a great start. As many of you know, one of the resources available to faculty to support student success is RIT's academic alert system, Starfish. Your feedback to students through this system is an *integral part of supporting your students' success*. That's why I urge you to use Starfish to alert undergraduate students as soon as you have concerns that they may be at risk in your class.

When you take the time to post feedback via Starfish, academic advisors and department leaders are notified that there are concerns. This broader reporting makes it easier for instructors and advisors to provide coordinated support for all students and allows advisors to know if a particular student is struggling in more than one class.

On Monday, February 3, the first Academic Progress Report will open. You will receive a reminder email with more details, including how to access Starfish and submit reports. The second report will be available in March. I hope you use these to notify students of concerns.

Thank you for using RIT's academic alert system. Your observations, perspectives, and advice are vital to each student's educational experience at RIT. If you have feedback or questions about the use of Starfish, please don't hesitate to contact Stephanie Bauschard at [sxbrla@rit.edu](mailto:sxbrla@rit.edu).

Sincerely,

Ellen Granberg

Provost and Senior Vice President for Academic Affairs