

Attendance/Participation Concern to Student

From: sxbrla@rit.edu

Reply To: sxbrla@rit.edu

Subject: Academic Alert for Jane Smith in Microbiology

When you send an alert to a student, the system will generate a standardized email directly to the student from your email address.

Dear Jane,

Your name (as it appears in SIS), the student's name, and the name of the course are auto-populated in the email.

Your instructor, Stephanie Bauschard, raised an academic alert concerning your attendance and/or participation in Introduction to Microbiology. Please contact your instructor as soon as possible to discuss class expectations. This alert has also been shared with your academic advisor.

Your personalized comments to the student(s) will be shown in the 'Instructor comments' section of the email. You can add comments in a survey or when using the 'Raise Flag' function.

Instructor comments:

You have missed 2 of our first 4 classes. Please see me ASAP so you can get caught up and on track before the first assignment is due.

Regular class attendance and participation enhance academic performance and provides you with the opportunity to ask questions and helps the instructor identify concepts that are difficult for the class to understand.

We recommend you utilize the following RIT resources:

- Primary Academic Advisor and/or NTID Counselor/Advisor – contact information can be found in your [SIS Student Center](#)
- Academic support resources for:
 - RIT students - Academic Support Center www.rit.edu/asc
 - NTID supported students – NTID Learning Consortium www.ntid.rit.edu/nlc/

The academic alert system is made available to students, advisors and instructors through the division of Academic Affairs. It is designed to help you succeed at RIT by connecting you with support and resources. If you have questions about the Starfish system, please contact us at starfish@rit.edu

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