

## Email Template: Low Assignment/Quiz/Test Score to Student

**From:** sxbrla@rit.edu

**Reply To:** sxbrla@rit.edu

**Subject:** [Class Name]: Academic Alert for [Student's Name]

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

Dear [Student's Name],

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, [Instructor First and Last Name], is concerned about your low assignment, quiz, and/or test scores in [Course Name].

Instructor comments:

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

{Student Name},

*I noticed that you have only submitted 2 of the last 5 assignments and I want to offer support to help you get back on track. For those two assignments you received a 65% and a 69%. Please see me during office hours this week, or stay after the next class to discuss strategies and resources. I know you can be successful and I look forward to talking to you soon.*  
*Professor Name*

**Please contact your instructor as soon as possible to discuss strategies that can assist you in this course.** Most students struggle with challenging coursework at one time or another. Campus resources are available to help you strengthen your skills for success in the classroom. In addition to working with your instructor, consider taking advantage of the resources below.

- RIT students - Academic Success Center <https://www.rit.edu/academicsuccesscenter/>
- NTID students – NTID Learning Center [www.ntid.rit.edu/nlc/](http://www.ntid.rit.edu/nlc/)

Alerts are shared with your advisor(s) and academic department leadership. They are here to support you and can recommend additional campus resources for you. Contact information for your advisor(s) can be found in your [SIS Student Center](#).

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*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](mailto:starfish@rit.edu)*

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