

Email Template: Multiple Academic Concerns

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 performance 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.

Hi {Student Name}. I am checking in about how you are doing in my course. I noticed you haven't been posting in our online discussions which affects your assignment and participation grades. You have also missed several classes and assignments. Please review the syllabus for course requirements and stop by office hours this week to discuss how you can get back on track.

Please contact your instructor as soon as possible to discuss strategies that can assist you in this course.

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](#).

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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