

# Flags

## Attendance Concern:

Dear **Student Name**,

You can be successful in your academic studies and attending class is the first step to accomplishing your goals. Missing class content can affect your grades, academic performance, and possibly have financial consequences. It's not too late for you to change your attendance habits.

Here are my additional comments:

**Student Name** missed 3 classes this month. \*\* This is where “your comments” appear.

Please contact your adviser to discuss strategies of how you can improve your attendance in class.

Sincerely,

*Flag Raiser*

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## Concern about coursework (quality or quantity):

Dear **Student Name**,

You can be successful in your academic studies and completing all work at a satisfactory level or above is an important step in your success. Please note that I have concerns about the quality of your work submitted for Introduction to Microbiology.

Here are my additional comments:

**Student Name** has turned in two incomplete papers. \*\* This is where “your comments” appear.

Please contact me to discuss strategies by which your work can improve.

Sincerely,

*Flag Raiser*

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## In Jeopardy of failing a course:

Dear **Student Name**,

You are not yet progressing to a passing grade in **Course Name**, and I'm concerned. It's common for students to go through challenges like this and overcome them. I encourage you to contact me right away to discuss your options and to develop a plan of action.

Sincerely,

*Flag Raiser*

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## General Concern about a Student:

I have concern about **Student Name** that does not fit into the other flag categories. Would you please provide some help in dealing with the issue described below?

**Student Name** has expressed hopelessness and despair. \*\* This is where "your comments" appear.

Sincerely,

*Flag Raiser*

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## Student has housing concern (on or off campus):

I would like to get some assistance with the housing concern indicated below. Would you please provide some help in dealing with this issue? **Student Name** has a roommate conflict and does not know who to contact, to request a transfer to another room. \*\* This is where "your comments" appear.

Sincerely,

*Flag Raiser*

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