

## STARFISH CONNECT FLAG EMAILS

### **Attendance Concern**

From and Reply-to: Frank Joseph

Subject: Your Progress in English 101

Dear Danielle,

This is the time of semester when instructors are evaluating student progress in their classes. I have some concerns about your attendance in my English 101 course. Attending class is the first step to accomplishing your goal of being successful in college. Missing class content can affect your grades and academic performance. Refer to your syllabus to review the policy regarding attendance for English 101.

Here are my additional comments: Danielle you have missed 4 classes since the start of the semester

Please contact me at [fjoseph@ccp.edu](mailto:fjoseph@ccp.edu), 215-751-5555, W4-5. You can also contact me by replying to this email.

Sincerely,

Frank Joseph

### **Low Quiz/Test Scores**

From and Reply-to: Susan Snow

Subject: Your Academic Progress in Math 016

Dear Kaitlin,

This is the time of semester when instructors are evaluating student progress in their classes. Your quiz/test grades in my Math 016 course have been unsatisfactory. Low quiz/test grades can affect your final course grade. Refer to your syllabus to review the weight of quiz/test grades in your final course grade for Math 016.

Here are my additional comments: quiz 1:50, quiz 2: 57, test1: 68

Please visit me during my office hours M, W, and F from 10:00am to 11:30pm and visit the Learning Lab ([hyperlink to Learning Lab](#)) for tutoring.

Sincerely,

Susan Snow  
[snow@ccp.edu](mailto:snow@ccp.edu)  
215-751-5555  
W4-5

## **In Danger of Failing**

From and Reply-to: Jake Thomas

Subject: Your Academic Progress in Math 118

Dear Sean,

This is the time of semester when instructors are evaluating student progress in their classes. Based on your progress in my course so far, and without substantial change in your performance, you are in danger of failing my Math 118 course. Please contact me immediately ([jthomas@ccp.edu](mailto:jthomas@ccp.edu), 215-751-555, W4-5) to discuss how you can improve your academic performance in my Math 118 course.

Here are my additional comments: Sean, if you are able to score at least an 80 on the next two tests, it is possible for you to pass the course.

The College has many resources that can help you improve your academic performance and assist with personal concerns. If you are having problems outside of class that are interfering with your academic success, consider contacting the Office of Student Success Initiatives at [studentsuccess@ccp.edu](mailto:studentsuccess@ccp.edu).

If you are considering withdrawing from the class please review the College's withdrawal policy ([hyperlink to policy](#)) and contact an advisor or counselor to review how this may affect your academic record or impact your financial aid.

Sincerely,

Jake Thomas

## **Missing/Late Assignments Flag**

From and Reply-to: Katherine Bell

Subject: Your Progress in CIS 103

Dear Marissa,

This is the time of semester when instructors are evaluating student progress in their classes. Your missing and/or late assignments in my CIS 103 course could affect your success in this course. Refer to the course syllabus to review my policy regarding missing and/or late assignments and contact me at [kbell@ccp.edu](mailto:kbell@ccp.edu), 215-751-555, W4-5.

Here are my additional comments: Marissa, you have missed handing in the last two assignments – journal entries and mid-term paper

Sincerely,

Katherine Bell

## **General Concern**

From and Reply-to: Anthony Smith

Subject: Your Progress in Eng 102

Dear Jon,

I'm reviewing the progress of students in my courses, I have a concern that I would like to address with you about my Eng 102 course.

Here are my additional comments: Jon, students are required to bring a textbook to class. I have noticed that you do not bring your textbook. I want to check in with you to see if you have been able to purchase the textbook.

Please contact me at [asmith@ccp.edu](mailto:asmith@ccp.edu), 215-751-5555, W4-5 immediately to resolve this concern.

Sincerely,

Anthony Smith

## **Kudos: Keep up the good work**

From and Reply To: Susan Jones

Subject: Kudos! Keep up the good work in Introduction to Microbiology

Dear Rachel,

Congratulations!

I appreciate your dedication and hard work in the classroom. Keep up the good work!

Sincerely,

Susan Jones  
215-751-5555

## **Kudos: Outstanding Academic Performance**

From and Reply to:

Subject: Kudos! Outstanding Academic Performance in Introduction to Microbiology

Dear Rachel,

Congratulations!

I am impressed by the quality of your work. Your dedication to academic excellence is recognized and appreciated!

Here are my additional comments:  
You have maintained a 98% in the class.

Sincerely,

Susan Jones

**Kudos: Showing Improvement**

From and Reply To: Susan Jones

Subject: Kudos! Keep up the good work in Introduction to Microbiology

Dear Rachel,

Congratulations!

Your dedication and hard work in the course have resulted in academic improvements. Your effort is certainly paying off!

Here are my additional comments:

You have improved your grade from a 75% to an 85%. Good job!

Sincerely,

Susan Jones