Student receives an email which states:

Dear [Student First Name],

I care about your success. Participation in [Course Name] is important and I would like to see you be more active in class.

Please contact me to see how you can improve your participation or discuss any difficulty you are experiencing in the course. If you would like to discuss this in person, my office hours and location are in your course syllabus.

NOTE: This section will only appear if the instructor adds a comment to the Flag

Additional Information for Your Success: Instructor Comments

Sincerely,
[Instructor]

Student contacts instructor

Instructor makes comments (if needed) and clears Flag

Student drops/withdraws from class or is dropped/withdrawn through No Show/Withdrawal Roster

Instructor makes comments (if needed) and clears Flag

If first semester student, New Student Advisor contacts student to provide intervention

New Student Advisor adds comment to Flag with attempted contacts

New Student Advisor makes comment and closes the loop when contact is made

Updated 7.9.14