Student receives an email which states:

Dear [Student First Name],

I care about your success in your courses. I am concerned that your low quiz or test scores and want to help in [Course Name].

Please contact me to discuss how you can improve your quiz or test scores. If you would like to discuss this in person, my office hours and location can be found in your course syllabus.

Virginia Western provides a number of resources to support your academic success in the Academic Link (Link Learning Commons- main floor of Brown Library). The college offers at no cost:

- Academic Success Coaching
- Individualized Tutoring
- Assistance with computer applications like Microsoft Office, Blackboard, MyMathLabs, etc.
- Walk-In Writing Center for assistance revising papers for any academic course
- Walk-In Math Center for assistance in any level of mathematics

The services provided in the Academic Link can have a powerful impact on academic success. I urge you to consider taking advantage of these resources. Additional information about the Academic Link learning assistance programs can be found at [http://www.virginiawestern.edu/services/link/index.php](http://www.virginiawestern.edu/services/link/index.php).

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

Additional Information for Your Success: Instructor Comments

Sincerely,

[Instructor]