

## Starfish Flag Details

FLAG	Message to Student	Outreach and resolution performed by: <b>(Primary)</b>	Goal of outreach	Email from
Attendance Concern	<p>Dear (Student Name),</p> <p>You've been flagged for Attendance Concern in (course title).</p> <p>We believe that you can be successful in your academic studies and know that attending class is the first step to accomplishing your goals. Missing class content can affect your grades and academic performance. It is not too late to change your attendance habits.</p> <p>Here are comments from your instructor: <i>if any added</i></p> <p>We recommend contacting your instructor immediately to discuss what impact your low attendance is having on your grade. You should also consider contacting your advisor.</p> <p>EMU cares about your success!</p> <p>Sincerely,</p> <p>EMU Student Success Team</p>	<p><b>College/UACDC Academic Advisor</b>            Honors            Athletics            EDGE            Instructor</p>	<ul style="list-style-type: none"> <li>• Determine why student hasn't been attending course (didn't realize they're registered, thought they'd dropped the course, transferred to another school, etc.)</li> <li>• Assist them with withdrawal process, as needed</li> </ul>	Early_Alert@emich.edu
Missing/Late Assignments	<p>Dear (Student Name),</p> <p>Based on your pattern of submitting assignments, you've been flagged for Missing/Late Assignments in (course title). It may not be too late to improve your overall grade in this class!</p> <p>I recommend you make an appointment to see your instructor immediately about the impact your late and/or missing assignment(s) are having on your grade.</p> <p>Here are comments from your instructor: <i>If any added</i></p> <p>Sincerely,</p> <p>EMU Student Success Team</p>	<p>None – student referred to instructor only</p> <p>Notification visible by cohort support staff (as applicable):</p> <ul style="list-style-type: none"> <li>- College/UACDC Academic Advisor</li> <li>- Honors</li> <li>- Athletics</li> <li>- EDGE</li> </ul>	N/A	Early_Alert@emich.edu

<p>At Risk of Failing</p>	<p>Dear (Student Name),</p> <p>Each term, faculty are asked to provide information regarding how well students in their classes are performing academically. Your instructor has raised a concern about your academic progress in (course title). Based on your progress in this course thus far, and without a substantial change in your work, you might be at risk of failing this course.</p> <p>We recommend contacting your instructor immediately to discuss what actions can be taken to improve your grade. You should also consider contacting your advisor.</p> <p>Here are comments from your instructor: <i>If any added</i></p> <p>Sincerely,</p> <p>EMU Student Success Team</p>	<p><b>College/UACDC Academic Advisor</b>  <b>except when</b>  Honors  Athlete  EDGE</p>	<ul style="list-style-type: none"> <li>• Encourage student to meet with instructor</li> <li>• Connect with appropriate resources/staff</li> </ul>	<p>Early_Alert@emich.edu</p>
<p>Can not Pass</p>	<p>Dear (Student Name),</p> <p>Each term, faculty are asked to provide information regarding how well students in their classes are performing academically. Your instructor has raised a concern about your academic progress in (course title). Based on your performance thus far, you will not be able to pass this course.</p> <p>It is recommended that you withdraw from this course as soon as possible. You should also consider contacting your advisor.</p> <p>Here are comments from your instructor: <i>If any added</i></p> <p>Sincerely,</p> <p>EMU Student Success Team</p>	<p><b>College/UACDC Advisor</b>  <b>except when</b>  Honors  Athlete  EDGE</p>	<p>Assist student with withdrawal process and help them determine any ramifications</p>	<p>Early_Alert@emich.edu</p>

<p>General Academic Concern</p>	<p>Dear (Student Name),</p> <p>Your (Course title) instructor has expressed concern regarding your academic performance in their class.</p> <p>Here are comments from your instructor: <i>If any added</i></p> <p>Please touch base with them as soon as possible to discuss their concern. They may have advice on how to improve your grade or study skills.</p> <p>If you need additional assistance or still have questions after speaking with your instructor, feel free to schedule an appointment with your academic advisor by going to <a href="https://www.emich.edu/uacdc/advising/index.php">https://www.emich.edu/uacdc/advising/index.php</a></p> <p>Sincerely, EMU Student Success Team</p>	<p><b>College/UACDC Advisor except when</b> Honors Athlete EDGE</p>	<ul style="list-style-type: none"> <li>• Encourage student to meet with instructor</li> <li>• Connect with appropriate resources/staff</li> </ul>	<p>Early_Alert@emich.edu</p>
<p>Confidential Academic Concern</p>	<p>N/A</p> <p>Student does NOT receive notification of this flag</p>	<p><b>College/UACDC Advisor except when</b> Honors Athlete EDGE</p>	<ul style="list-style-type: none"> <li>• Alert support personnel about classroom performance issues that are best initially addressed to staff and NOT the student</li> <li>• Prompt outreach/intervention that would not otherwise be initiated by the student</li> <li>• Draw attention to confidential concerns regarding a student's performance</li> </ul>	<p>Early_Alert@emich.edu</p>
<p>Never Attended <i>(included on first survey of the semester only)</i></p>	<p>Dear (Student Name),</p> <p>You've been flagged for Never Attended in (Course title).</p> <p>Here are comments from your instructor: <i>If any added</i></p> <p>If you are planning to complete this course, you must see your instructor immediately to discuss your status. If you are not planning to complete this course, you should withdraw from the course at this time to prevent a negative impact on your GPA. Please note that there is no tuition refund for individual withdrawals at this time.</p> <p>Sincerely, EMU Student Success Team</p>	<p><b>College/UACDC Academic Advisor</b> Honors Athletics EDGE Instructor</p>	<ul style="list-style-type: none"> <li>• Determine why student hasn't attended course (didn't realize they're registered, thought they'd dropped the course, transferred to another school, etc.)</li> <li>• Assist them with withdrawal process, as needed</li> </ul>	<p>Early_Alert@emich.edu</p>

KUDOS	Message to Student	Outreach and resolution performed by: <b>(Primary)</b>	Email from
Keep up the Good Work!	<p>Dear (Student Name),</p> <p>Congratulations!</p> <p>Your instructor has provided a Keep up the Good Work note for (Course title). We appreciate your dedication and hard work in the classroom. We echo their sentiments: Keep up the good work!</p> <p>Here are comments from your instructor: <i>If any added</i></p> <p>Sincerely,</p> <p>EMU Student Success Team</p>	<p>No response needed</p> <p>Notification visible by cohort support staff (as applicable):</p> <ul style="list-style-type: none"> <li>- College Advisor/UACDC</li> <li>- Honors</li> <li>- Athletics</li> <li>- EDGE</li> </ul>	Early_Alert@emich.edu
Shows Improvement	<p>Dear (Student Name),</p> <p>Congratulations!</p> <p>Your instructor has provided a Shows Improvement note for (Course title). We appreciate your dedication and hard work in the classroom. We echo their sentiments: Keep up the good work!</p> <p>Here are comments from your instructor: <i>If any added</i></p> <p>Sincerely,</p> <p>EMU Student Success Team</p>	<p>No response needed</p> <p>Notification visible by cohort support staff (as applicable):</p> <ul style="list-style-type: none"> <li>- College Advisor/UACDC</li> <li>- Honors</li> <li>- Athletics</li> <li>- EDGE</li> </ul>	Early_Alert@emich.edu