

Eastern Michigan University – Starfish Winter 2018 – Flags/Messages Reference Sheet for Faculty

FLAG	Message Sent to Student	Email comes from	Notification also sent to	Other
No Show	<p>Dear (Student Name),</p> <p>You've been flagged for No Show in (Course title).</p> <p>Here are my additional comments: <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,</p> <p>EMU Student Success Team</p>	Early_Alert@emich.edu	Registrar; Academic advisor of the major; if an athlete, also notifies Student Athletic Support Services	Comments may be added for clarification/specification
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 my additional comments: <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>	Early_Alert@emich.edu	Academic advisor of the major; if an athlete, also notifies Student Athletic Support Services	Comments may be added for clarification/specification

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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 assignments are having on your grade.</p> <p>Here are my additional comments: <i>if any added.</i></p> <p>Sincerely,</p> <p>EMU Student Success Team</p>	Early_Alert@emich.edu	Academic advisor of the major; if an athlete, also notifies Student Athletic Support Services	Comments may be added for clarification/specification
General Academic Concern	Nothing is sent to the student		Academic advisor of the major; if an athlete, also notifies Student Athletic Support Services	Comments Required
General Behavioral Concern	Nothing is sent to the student		Academic advisor of the major; if an athlete, also notifies Student Athletic Support Services	Comments Required; Instructor may want to also submit a CARE report
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 Name). We appreciate your dedication and hard work in the classroom. Keep up the good work!</p> <p>Here are my additional comments: <i>if any added.</i></p> <p>Sincerely,</p> <p>EMU Student Success Team</p>	Early_Alert@emich.edu		