



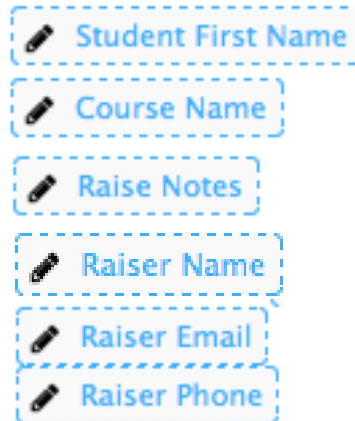
Connect


Email Templates to Students

Academic Progress Flags


Academic Progress Flags are raised at the discretion of the faculty member and are up to interpretation. For instance, the Attendance Concern flag is dependent upon specific course policy. There is no set amount of classes that must be missed before raising this flag. Flags and their descriptions are explained in detail on the Academic Progress Items Description handout.


Email templates are auto-populated with the following information based on the course the item is raised for:



Raise notes will only show in an email if you see the  icon in the email template and had included optional comments when raising the flag.

Attendance Concern

Dear  **Student First Name**

Your  **Course Name** instructor has a concern about your attendance.

Missing class content can affect your grades and academic performance. Ramapo has many resources that can aid your effort to improve academic performance and assist with personal concerns. Please reply to this email to contact your instructor and/or consider contacting a member of your Student Success Team for resources and suggestions for improvement. If you are not sure who to contact, here are some helpful resources:

Center for Academic Advisement and First-Year Experience

Phone: (201) 684 - 7441

E-mail: caafye@ramapo.edu

Location: D-207

<http://www.ramapo.edu/caafye/>


Center for Reading and Writing

Hours: Mon-Thurs: 10-9; Fri: 10-2

Location: George T. Potter Library, 2nd floor, L-211

E-mail: crw@ramapo.edu

<http://www.ramapo.edu/crw/>


 **Raise Notes**


Sent on behalf of  **Raiser Name**


 **Raiser Email**

 **Raiser Phone**


Academically at Risk

Dear 

Your professor alerted us that there is a concern about your academic progress in  . Your instructor raised this flag based on your progress in this course. Without a substantial change in your work, you might be in danger of failing this course.

We recommend contacting your instructor in  immediately to see what can be done to raise your grade. You may email your instructor directly by replying to this email. You should also consider contacting your advisor and utilizing the [Center for Reading and Writing](#), located in L-211.


We believe that you can be successful in your academic studies and are here to help.


Sent on behalf of 







Low Participation

Dear  Student First Name

Your  Course Name instructor has a concern about your class participation.

Participating in class is an important part of your learning. Ramapo has many resources that can aid your effort to improve academic performance and assist with personal concerns. Please reply to this email to contact your instructor and/or consider contacting your advisor for resources and suggestions for improvement.


 Raise Notes

Sent on behalf of  Raiser Name

 Raiser Email

 Raiser Phone


Missing Assignments

Dear  [Student First Name](#)

Your  [Course Name](#) instructor has a concern about your missed assignments.


Completing course assignments is critical to mastering course content. Ramapo has many resources that can aid your effort to improve academic performance and assist with personal concerns. Please reply to this email to contact your instructor and/or consider contacting your advisor for additional resources and suggestions for improvement.


 [Raise Notes](#)

Sent on behalf of  [Raiser Name](#)

 [Raiser Email](#)
 [Raiser Phone](#)

Low Grades/Academic Performance

Dear  Student First Name

Based on your course grades, you have been flagged for low scores in  Course Name. It is not too late to improve your overall grade in this class.

Ramapo has many resources that can aid your effort to improve academic performance and assist with personal concerns. Please reply to this email to contact your instructor and/or consider contacting your advisor for additional resources and suggestions for improvement.

Here are some helpful academic resources:

Center for Reading and Writing

Hours: Mon-Thurs: 10-9; Fri: 10-2

Location: George T. Potter Library, 2nd floor, L-211


E-mail: crw@ramapo.edu

<http://www.ramapo.edu/crw/>



Math Support and Tutoring Center

Location: E-211


<http://phobos.ramapo.edu/majors/mathematics/>


 Raise Notes


Sent on behalf of  Raiser Name

 Raiser Email
 Raiser Phone


Must Finish Semester Strong

Dear  Student First Name

Your professor alerted us that there is a concern about your academic progress in  Course Name . Your instructor raised this flag based on your progress in this course. Without a substantial change in your work, you might be in danger of failing this course.

We recommend contacting your instructor in  Course Name immediately to see what can be done to raise your grade. You may email your instructor directly by replying to this email. You should also consider contacting your advisor and utilizing the [Center for Reading and Writing](#), located in L-211.

We believe that you can be successful in your academic studies and are here to help.

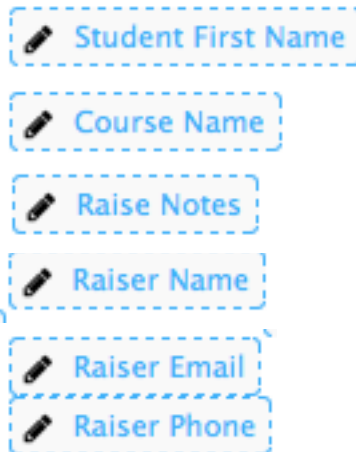
Sent on behalf of  Raiser Name


 Raiser Email
 Raiser Phone

Academic Progress Kudos


Kudos provide a faculty member the option to give a student praise for his/her efforts in class. Kudos and their descriptions are explained in detail on the Academic Progress Items Description handout.

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Good Work

Dear  Student First Name

Your professor acknowledges your dedication and hard work in the classroom.


Keep up the good work.

Sent on behalf of  Raiser Name

 Raiser Email


 Raiser Phone

Showing Improvement

Dear  Student First Name

Your professor acknowledges your improvement in  Course Name

Keep up the good work.

Sent on behalf of  Raiser Name


 Raiser Email

 Raiser Phone


Academic Progress Referrals

The full description for the Center for Reading and Writing Referral is described in detail on the Academic Progress Items Description handout.

Email templates are auto-populated with the following information based on the course the item is raised for:

 Student First Name


 Course Name

 Raise Notes


 Raiser Name

 Raiser Email

 Raiser Phone

Raise notes will only show in an email if you see the  Raise Notes icon in the email template and had included optional comments when raising the flag.

Center for Reading and Writing Referral

Dear  Student First Name

Your  Course Name instructor encourages you to visit the Center for Reading and Writing.

You can be successful in your academic studies by accessing academic support that can raise your learning and performance. The Center Reading and Writing's contact information follows:

Center for Reading and Writing

Hours: Mon-Thurs: 10-9; Fri: 10-2


Location: George T. Potter Library, 2nd floor, L-211

E-mail: crw@ramapo.edu

<http://www.ramapo.edu/crw/>

You may also contact your instructor by replying to this email.

 Raise Notes

Sent on behalf of  Raiser Name

 Raiser Email

 Raiser Phone