

Example of Early Semester Progress Survey – Attendance Concern email to student:

Subject: Attendance in Introduction to Microbiology is important!

Dear Rachel,

Professor Don Maitz has notified our office about your attendance in Introduction to Microbiology and is worried about you. Attendance is the strongest predictor of academic success in a class, so it is very important that you make sure not to miss again, if at all possible. If you are having challenges relating to a significant medical or personal issue, you should be in touch with your faculty right away to discuss steps moving forward.

We also encourage you to access the [academic campus resources](#) that are available to you. For more guidance to be successful in your courses, please check out the [Strategies for Academic Success](#) webpage from Academic Advising. You can find additional helpful resources in My Success Network in Starfish. You are also welcome to meet with one of us if you want to discuss specific strategies to help you turn things around. You can schedule a meetings by checking out the [Academic Support](#) service located in Starfish.

Sincerely,
The Academic Support Team
Serge, Colleen, Matt, and Tina

Example of Early Semester Progress Survey – Grades Concern email to student:

Subject: Grade in Introduction to Microbiology—we want to help!

Dear Rachel,

Professor Don Maitz has shared with us that you have earned low scores on some recent assignments and/or quizzes in Introduction to Microbiology. Although it is still early in the semester and these assignments might not be worth a lot right now, they do add up, and more importantly, they suggest that you may be having a hard time comprehending and synthesizing the course material. Be sure to talk with your professor about this concern, as they may have ideas on how you can start turning things around in class.

We also encourage you to access the [academic campus resources](#) that are available to you. For more guidance to be successful in your courses, please check out the [Strategies for Academic Success](#) webpage from Academic Advising. You can find additional helpful resources in My Success Network in Starfish. You are also welcome to meet with one of us if you want to discuss specific strategies to help you turn things around. You can schedule a meetings by checking out the [Academic Support](#) service located in Starfish.

Sincerely,
The Academic Support Team
Serge, Colleen, Matt, and Tina

Example of Early Semester Progress Survey – Great Start Kudos email message to student

Subject: You're off to a great start in Introduction to Microbiology!

Dear Rachel,

We've heard that you are doing well in Introduction to Microbiology and we want to commend you on this! Continuing with this momentum can make positive impacts in your other courses and non-academic areas of your SLU life. We're happy to see you succeed early and welcome you to connect with us should you ever need any help or advice or are looking for new opportunities to add to your St. Lawrence experience.

Sincerely,

The Academic Support Team
Serge, Colleen, Matt, and Tina

P.S. Additional comments from your professor may be included here: Has maintained a 98% in the class.