Faculty Alert Emails to Students

When an alert or kudo is raised through the Faculty Support Network Console, an automated email is sent to the student on behalf of the faculty who submitted the alert. View the templates for these emails below.

Attendance Concern – Unexcused Absences

Subject: UCCS Course Concern: Missing class? Support available.

Body: <Student First Name>,

I hope you're doing well. I noticed you've missed some classes recently and wanted to check in with you. There can be many reasons for missing class, and I want you to know that attending class is important for your success in this course and your academic goals at UCCS. If you'd like to talk about this or if there are ways that I can support you or help you understand the course expectations, please email me or visit during my office hours.

You can also reach out to your academic advisor for additional support. They can help you stay on track with your degree plan and connect you to helpful resources. To schedule an appointment, visit the Student Support Network or call 719-255-3260.

I hope to see you back in class soon.

Note from your instructor (if provided):
<Comment for Student>

Sent on behalf of <Instructor Name>
UCCS Student Support Network
<Instructor Email>

What are early alerts? Early alerts are friendly notifications that there might be something affecting your success in a class. They help you see where you can improve and let UCCS staff know how you're doing, so we can offer support if needed.

Cannot Pass

Subject: UCCS Course Concern: Unable to pass course – support & options available.

Body: <Student First Name>,

I wanted to reach out because I'm concerned about your ability to pass <Course Name>. Right now, your current grade suggests it is no longer possible for you to complete this course with a passing grade, which could result in an F appearing on your transcript.

I recommend withdrawing from this course. Here are some steps to help you:

1. **Reach out to me** if you think there's been a mistake or if you want to discuss your situation.
2. **Review the considerations below** and connect with any relevant offices to decide whether to withdraw or stay in the class.
3. **Meet with your Academic Advisor** to discuss how withdrawing or failing might impact your schedule and graduation plan. You can schedule an appointment through the Student Support Network or call 719-255-3260.
4. **Withdraw from the course** if this is the best decision for you. Be sure to check the withdrawal deadlines here or in your student portal.

Support resources available to you:

- **Dean of Students:** dos.uccs.edu | 719-255-3091 | dos@uccs.edu
- **Office of the Registrar:** registrar.uccs.edu | 719-255-3361 | registrar@uccs.edu
- **Wellness Center:** recwellness.uccs.edu | 719-255-4444 | wellness@uccs.edu

Note from your instructor (if provided):
<Comment for Student>

Not passing this course doesn't mean you can't be successful at UCCS. Many students experience setbacks and still go on to thrive. The most important thing is that you take action now, ask questions, and use the support and resources around you.

Sent on behalf of <Instructor Name>
UCCS Student Support Network
<Instructor Email>
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Considerations before withdrawing from a course:
- **Financial Aid:** Withdrawing versus earning an "F" may affect your financial aid. Contact Financial Aid at 719-255-3460 or finaidse@uccs.edu for guidance.
- **Military Benefits:** If using the GI Bill or other military benefits, check if you're allowed to withdraw. Contact Veteran and Military Student Affairs at 719-255-3253 or military@uccs.edu.
- **Athletes:** Withdrawing versus earning an "F" might affect your eligibility. Speak with your coach before making a decision.

- **International Students:** Ensure you can withdraw from a course. Contact International Affairs at 719-255-5018 or internat@uccs.edu.

<u>**Withdrawing from a course:**</u>
1. Log in to your student portal. Click **register for classes.** Click on **Drop** under the **Enroll** tab. Select the course(s) that you would like to withdraw from. Then click **Drop Selected Classes.** Review that the correct course(s) that you want to withdraw from are listed. Then click **Finish Dropping**. *You can find information about the University's withdrawal policies and procedures on the Office of the Registrar's website. If you are considering a complete semester withdrawal, please visit the Office of the Dean of Student's website for more information.*
2. The last day to withdraw from full-semester length courses is **Thursday, July 10, 2025**. Other types of courses have their own deadlines: https://registrar.uccs.edu/course-deadlines .

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In Danger of Failing

Subject: UCCS Course Concern: At risk of failing – let's talk about support options!

Body: <Student First Name>,

I wanted to check in about your progress in <Course Name>. Right now, you're at risk of not passing the course, but there's still time to make a change. I believe in your ability to turn things around, and I'd like to help you figure out your next steps.

If you think there's been a mistake or you'd like to talk about your grade and ways to improve, please visit me during office hours (listed in your syllabus) or email me at <Instructor Email>.

Here are some resources that can help you get back on track:
- **Excel Centers:** Take advantage of free peer tutoring and study spaces. Check out excel.uccs.edu for more information.
- **Academic Advising:** Advisors can help you stay on track and connect you with resources as needed. Schedule an appointment through the Student Support Network or by calling 719-255-3260.
- **Wellness Center:** For health or mental health support, call 719-255-4444 or email wellness@uccs.edu.

If you're thinking about withdrawing from the course, here's what to do next:
1. **Review the considerations below** and connect with any relevant offices for advice.
2. **Meet with your Academic Advisor** to discuss how withdrawing or failing might impact your schedule and graduation plan. You can schedule an appointment through the Student Support Network or call 719-255-3260.
3. **Withdraw from the course** if needed. Be sure to check the withdrawal deadlines here or in your student portal.

Remember: Struggling in one class doesn't define your potential. Many students experience challenges and still go on to thrive at UCCS. What matters is reaching out and taking action—we're here to support you.

Note from your instructor (if provided):
<Comment for Student>

Sent on behalf of <Instructor Name>
UCCS Student Support Network
<Instructor Email>

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Considerations before withdrawing from a course:
- **Financial Aid:** Withdrawing versus earning an "F" may affect your financial aid. Contact Financial Aid at 719-255-3460 or finaidse@uccs.edu for guidance.
- **Military Benefits:** If using the GI Bill or other military benefits, check if you're allowed to withdraw. Contact Veteran and Military Student Affairs at 719-255-3253 or military@uccs.edu.
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Withdrawing from a course:
1. Log in to your student portal. Click **register for classes.** Click on **Drop** under the **Enroll** tab. Select the course(s) that you would like to withdraw from. Then click **Drop Selected Classes.** Review that the correct course(s) that you want to withdraw from are listed. Then click **Finish Dropping**. _You can find information about the University's withdrawal policies and procedures on the Office of the Registrar's_ website. _If you are considering a complete semester withdrawal, please visit the Office of the Dean of Student's_ website _for more information._
2. The last day to withdraw from full-semester Main Campus courses is **Thursday, July 10, 2025**. Other types of courses have their own deadlines: https://registrar.uccs.edu/course-deadlines/summer-2025-deadlines.

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Kudos

Subject: Kudos from your instructor!

Body: Hi <Student First Name>,

Your instructor, <Instructor Name>, wanted to send you some well-earned kudos for your efforts in <Course Name>!

Note from your instructor (if provided):
<Comment for Student>

Keep up the great work — your hard work and dedication are being noticed and appreciated!

Sent on behalf of <Instructor Name>
UCCS Student Support Network

Low Assignment Quality

Subject: UCCS Course Concern: Low assignment score(s) — let's connect!

Body: <Student First Name>,

I noticed your assignment scores in <Course Name> have been lower than expected, and I'd like to connect with you to discuss how we can work together to improve them. Please stop by during my office hours so we can explore strategies to help you get back on track. If my office hours don't fit your schedule, feel free to email me at <Instructor Email> or catch me after class so we can arrange another time to meet.

In addition, here are some UCCS resources that might be helpful:

- **Excel Centers:** Free peer tutoring and study spaces. Visit excel.uccs.edu for details.
- **Academic Advising:** Advisors can help you stay on track with your degree plan and connect you with resources. Schedule an appointment through the Student Support Network or call 719-255-3260.
- **Wellness Center:** For health or mental health support, call 719-255-4444 or email wellness@uccs.edu.

I look forward to working with you to support your success.

Note from your instructor (if provided):
<Comment for Student>

Sent on behalf of <Instructor Name>
UCCS Student Support Network
<Instructor Email>

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Low Test/Quiz Score

Subject: UCCS Course Concern: Recent test/quiz scores — let's connect!

Body: <Student First Name>,

I wanted to reach out because I'm concerned about your recent test or quiz score(s) in <Course Name>. I'd like to connect with you to talk through what might be going on and work together on strategies that can help you improve moving forward.

Please stop by during my office hours (listed in the syllabus), or if those times don't work for you, feel free to email me at <Instructor Email> or talk to me after class to find a time that works.

You're not alone — UCCS has many great resources available to support you:
- **Excel Centers:** Free peer tutoring and study spaces. Visit excel.uccs.edu for details.
- **Academic Advising:** Advisors can help you stay on track with your degree plan and connect you with additional resources. Schedule through the Student Support Network or call 719-255-3260.
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I look forward to talking with you and helping you get back on track.

Note from your instructor (if provided):
<Comment for Student>

Sent on behalf of <Instructor Name>
UCCS Student Support Network
<Instructor Email>

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No Show

Subject: UCCS Course Concern: Haven't attended yet – let's make a plan.

Body: Hi <Student First Name>,

Your instructor, <Instructor Name>, noticed that there's no record of your attendance yet in <Course Name> and wants to check in with you.

If you're planning to stay in the course, please email <Instructor Email> or stop by during office hours so you can talk through next steps and any support you might need.

If you're not planning to continue in the course, we recommend dropping it through your student portal as soon as possible. Each course has drop deadlines — you can find them here or in your portal.

Not sure what's best or how this might impact your degree plan? Your academic advisor can help. You can schedule an appointment by logging in to the Student Support Network or calling 719-255-3260.

Note from your instructor (if provided):
<Comment for Student>

We're here to support you and want to make sure you have the information and resources you need to make the right decision for your goals.

Sent on behalf of <Instructor Name>
UCCS Student Support Network
<Instructor Email>

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Not Spending Enough Time/Missing Assignment

Subject: UCCS Course Concern: Falling behind? Support is available.

Body: <Student Preferred First Name>,

I wanted to reach out because I'm concerned that you might be falling behind or missing some assignments in <Course Name>. I'd like to connect with you to talk about how things are going and work together on strategies that can help you succeed in the course.

Please stop by during my office hours (listed in the syllabus), or if those times don't work for you, feel free to email me at <Instructor Email> or chat with me after class — we'll find a time that works.

You're not alone, and UCCS has a lot of great resources to support you. Here are a few you might find helpful:
- **Excel Centers:** Free peer tutoring and study spaces. Visit excel.uccs.edu for details.
- **Academic Advising:** Advisors can help you stay on track with your degree plan and connect you with resources. Schedule an appointment through the Student Support Network or call 719-255-3260.
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Note from your instructor (if provided):
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See Instructor During Office Hours

Subject: UCCS Course Concern: Please check in with instructor.

Body: Hi <Student First Name>,

Your instructor, <Instructor Name>, wanted to check in with you regarding your progress in <Course Name>. They'd like to connect during office hours to offer support and talk through ways to help you succeed.

Note from your instructor (if provided):
<Comment for Student>

You can find their office hours in your course syllabus or reach out to them directly at <Instructor Email>.

This message is being sent via the UCCS Student Support Network because we care about your success. If you need help navigating challenges—academic or otherwise—there are resources and people at UCCS ready to support you.

You've got this—and we've got you.

Sent on behalf of <Instructor Name>
UCCS Student Support Network
<Instructor Email>

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