When an alert or kudo is raised through the Early Alert Portal, an automated email is sent to the student on behalf of the faculty who submitted the alert. View the templates for the emails below:

- No Evidence of Attendance
- Excessive Absences
- Stopped Attending
- Missing Assignments
- Coursework Quality
- In Danger of Failing – Can Pass with Assistance
- Cannot Pass
- Kudos (positive note to student)

No Evidence of Attendance

Subject: UCCS Course Concern: No evidence of attendance - let's make a plan.

Body: <student name>,

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

If you're planning to stay in the course, please email your instructor immediately or stop by during office hours so you can talk through next steps, if you can still be successful in the class, 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.

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 UCCS Student Success - Connect

What are early alerts? Early alerts are simple notifications that there might be something affecting your success in a class. They serve to help you see where you can improve and inform your support team at UCCS that you may need additional support.

Excessive Absences

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

Body: <student name>,

I hope you're doing well. I noticed you've missed some classes for <course> recently and wanted to check in with you. There can be many reasons for missing class, but attending class is important for your success in this course and your academic goals at UCCS and having excessive absences can negatively affect your grades. 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.

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Stopped Attending

Subject: UCCS Course Update: Low attendance - let's connect!

Body: <student name>,

I wanted to reach out because it appears that you have stopped attending <course>. If this is true, I recommend withdrawing from this course. Here are some steps to help you:

1. **Reach out to me** at 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

Not passing or withdrawing from 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.

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.

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. Please note the last day to withdraw from full-semester length courses: https://registrar.uccs.edu/course-deadlines.

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Missing Assignments

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

Body: <student name>

I wanted to reach out because I'm concerned that you might be falling behind or missing some assignments in <course>. 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 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 calling 719-255-3260.
- **Wellness Center:** For health or mental health support, call 719-255-4444 or email wellness@uccs.edu.

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Coursework Quality

Subject: UCCS Course Concern: Coursework Quality Issue - let's connect!

Body: <student name>,

I wanted to reach out because I'm concerned about the quality of your coursework in <course>. 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 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 tutoring and study spaces/support. 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 talking with you and helping you get back on track.

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In Danger of Failing – Can Pass with Assistance

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

Body: \<student name\>,

I wanted to check in about your progress in \<course\>. 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 .

Here are some resources that can help you get back on track:
1. **Excel Centers:** Take advantage of free tutoring and study support. Check out excel.uccs.edu for more information.
2. **Academic Advising:** Advisors can help you understand the impact of your course grade on your degree plan and connect you with resources as needed. Schedule an appointment through the Student Support Network or by calling 719-255-3260.
3. **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.

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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. Please confirm the last day to withdraw from full-semester length courses: https://registrar.uccs.edu/course-deadlines.

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Cannot Pass

Subject: UCCS Course Concern: Unable to pass course - support and options available.

Body: <student name>,

I wanted to reach out because I'm concerned about your ability to pass <course>. 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** at 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.

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Kudos (positive note to student)

Subject: UCCS Course Update: Kudos from your instructor!

Body: <student name>,

Your instructor wanted to send you some well-earned kudos for your efforts in <course>.

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

Sent on behalf of UCCS Student Success - Connect