



## **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](#)

[Cannot Pass](#)

[In Danger of Failing](#)

[Kudos](#)

[Low Assignment Quality](#)

[Low Test/Quiz Score](#)

[No Show](#)

[Not Spending Enough Time/Missing Assignment](#)

[See Instructor During Office Hours](#)

## **Attendance Concern – Unexcused Absences**

**Subject:** Attendance Concern Raised

**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.

If you need additional support, please reach out to your academic advisor. You can schedule an appointment through the [Student Support Network](#) or call 719-255-3260. Your advisor can help you stay on track with your degree plan and connect you with other campus resources if needed.

I hope to see you in class soon.

Additional notes from faculty (if provided): <Faculty Note to Student>

**Sent on behalf of** <Faculty Name>, via the UCCS Student Support Network.  
<Faculty 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:** In Danger of Failing Alert Raised

**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 you might not be able to complete this course with a passing grade, which could result in an F.

I recommend considering [withdrawing](#) from this course. Here are some steps to help you:

1. **Contact 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 needed. Be sure to check the withdrawal deadlines [here](#) or in your student portal.

If you're feeling stressed or dealing with other issues that are affecting your studies, there are many resources at UCCS to support you:

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

Not passing this course doesn't mean you can't be successful at UCCS. Please reach out to me or other campus resources so we can help you create a plan for moving forward.

Additional note from faculty (if provided): <Faculty Note to Student>

**Sent on behalf of** <Faculty Name>, via the UCCS Student Support Network.  
<Faculty 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](mailto: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](mailto: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](mailto:internat@uccs.edu).

### **Withdrawing from a course:**

1. Log in to your studnet 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 **November 1, 2024**. Other types of courses have their own deadlines: <https://registrar.uccs.edu/course-deadlines/fall-2024>.

**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.

## In Danger of Failing

**Subject:** In Danger of Failing Alert Raised

**Body:** <Student First Name>,

I wanted to let you know about your progress in <Course Name>. Right now, you're at risk of failing, but there's still time to turn things around with some effort and support. If you think there's been a mistake or want to discuss how to improve your grade, please email me or visit during office hours.

Here are some resources that you might find helpful in achieving your goals:

- **Excel Centers:** Take advantage of free peer tutoring and study spaces. Check out [excel.uccs.edu](https://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](mailto: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 with this course doesn't mean you can't succeed at UCCS. Reach out to me, or other campus resources, and we can make a plan together.

Additional note from faculty (if provided): <Faculty Note to Student>

**Sent on behalf of** <Faculty Name>, via the UCCS Student Support Network.  
<Faculty Email>

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#### **Withdrawing from a course:**

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## Kudos

**Subject:** Kudos!

**Body:** <Student First Name>,

Your instructor, <Faculty Name>, would like to say **Kudos!**

Note from instructor (if provided): <Faculty Comment to Student>

**Send on behalf of** <Faculty Name>, via the UCCS Student Support Network.

## Low Assignment Quality

**Subject:** Low Assignment Quality Alert Raised

**Body:** <Student First Name>,

I noticed your low assignment score in <Course Name> and I'd like to discuss it with you. Please visit me during my office hours so we can work together on strategies for improvement. If my office hours don't work for you, please email me at <Faculty Email> or see me after class to find another time.

Additionally, here are some UCCS resources that might help:

- Excel Centers: Free peer tutoring and study spaces. Visit [excel.uccs.edu](http://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 by calling 719-255-3260.
- Wellness Center: For health or mental health support, call 719-255-4444 or email [wellness@uccs.edu](mailto:wellness@uccs.edu).

I look forward to working together to get you back on track.

Additional notes from faculty (if provided): <Faculty Note to Student>

Sent on behalf of <Faculty Name>, via the UCCS Student Support Network.  
<Faculty Email>

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## Low Test/Quiz Score

**Subject:** Low Test/Quiz Score Alert Raised

**Body:** <Student First Name>,

I'm concerned about your recent test or quiz score in <Course Name> and I'd like to meet with you to discuss it. Please visit me during office hours (listed in the course syllabus) so we can work together on strategies for improvement. If my office hours don't work for you, feel free to email me at <Faculty Email> or catch me after class so we can find another time to meet.

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## No Show

**Subject:** No Show Alert Raised

**Body:** <Student First Name>,

While you are enrolled in <Course Name>, I do not have any record that you have attended this course. If you are still planning to stay in this course, please email me as soon as possible, or visit me during my office hours so that we can discuss your options moving forward. If you do not want to stay enrolled in this course, I recommend you drop this course through your student portal as soon as possible.

Each course has deadlines attached to the drops. Review these [here](#) or in your student portal. If you need additional assistance with dropping this course, or understanding how dropping this class may affect your degree plan, please connect with your academic advisor. To schedule an appointment with your academic advisor, log in to the [Student Support Network](#) or call 719-255-3260.

Additional notes from faculty (if provided): <Faculty Note to Student>

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## Not Spending Enough Time/Missing Assignment

**Subject:** Not Spending Enough Time Alert Raised

**Body:** <Student First Name>,

I am concerned that you may not be spending enough time accessing your course materials/coursework and/or may be missing assignments for <Course Name>. I would like to connect with you to discuss this. Please visit me during my office hours (posted in the course syllabus) so that we can work together to identify areas and strategies for improvement. If you are unavailable to meet during my office hours, please email me at <Faculty Email> or touch base with me after class so that we can find another time to meet.

Additionally, here are some UCCS resources that might help:

- **Excel Centers:** Free peer tutoring and study spaces. Visit [excel.uccs.edu](https://excel.uccs.edu) for details.
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## See Instructor During Office Hours

**Subject:** See Instructor During Office Hours

**Body:** <Student First Name>,

Your instructor, <Faculty Name>, would like for you to stop by during office hours to discuss the following regarding your <Course Name> course: <Faculty Note to Student>.

You may find your instructor's office hours in the [Student Support Network](#) by going to your Support Team and clicking on your instructor's name. If your instructor does not have office hours listed, please refer to your course syllabus. If you have questions regarding this notification, please contact your instructor directly at <Faculty Email>.

**Sent of behalf of** <Faculty Name>, via the UCCS Student Support Network.  
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