Concerned Notification

Dear __________________

Your success in my course, ________________________, is important to me. I have raised ____________________ due to:

<Instructors comments>

I understand that there are many factors that may be contributing to your performance in class, and every student’s situation is different.

Below are suggestions to assist you in improving your performance:

• **Contact me** to discuss ways to succeed in this course. Office hours and contact information are listed on your course syllabus.

• Seek assistance though departmental tutoring or the **Pirate Tutoring Center**. The Pirate Tutoring Center is located in 2300 Old Cafeteria Complex and can be contacted via e-mail at tutoring@ecu.edu or by phone at 252-737-3009.

• Schedule an appointment with your **Academic Advisor** to discuss strategies or resources that will help you be successful.

• Depending on your situation, dropping this course may be advised. However, you should understand the impact of course drops on the progression in your major, academic standing, financial aid, and other considerations. Please note that the last day for undergraduate students to drop is **Thursday, March 6th by 5pm**.

You can find additional campus resources by going to Blackboard > Starfish > Success Network or visiting [http://www.ecu.edu/advising](http://www.ecu.edu/advising).
Low Test/Quiz Score Notification

Dear __________________

Your success in my course, ________________________, is important to me. I have raised ________________
due to my concern about your progress.

<Instructors comments>

I understand that there are many factors that may be contributing to your performance in class, and every student’s
situation is different.

Below are suggestions to assist you in improving your performance:

- **Contact me** to discuss ways to succeed in this course. Office hours and contact information are listed on your
course syllabus.

- Seek assistance though departmental tutoring or the Pirate Tutoring Center. The Pirate Tutoring Center is
  located in 2300 Old Cafeteria Complex and can be contacted via e-mail at tutoring@ecu.edu or by phone at 252-
  737-3009.

- Schedule an appointment with your Academic Advisor to discuss strategies or resources that will help you be
  successful.

- Depending on your situation, dropping this course may be advised. However, you should understand the impact
  of course drops on the progression in your major, academic standing, financial aid, and other considerations.
  Please note that the last day for undergraduate students to drop is **Thursday, March 6th by 5pm**.

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http://www.ecu.edu/advising.
Dear ________________

Your success in my course, ______________________, is important to me. I have raised __________________ due to my concern about your progress.

**Instructors comments**

I understand that there are many factors that may be contributing to your performance in class, and every student’s situation is different.

Below are suggestions to assist you in improving your performance:

- **Contact me** to discuss ways to succeed in this course. Office hours and contact information are listed on your course syllabus.
- Seek assistance though departmental tutoring or the **Pirate Tutoring Center**. The Pirate Tutoring Center is located in 2300 Old Cafeteria Complex and can be contacted via e-mail at tutoring@ecu.edu or by phone at 252-737-3009.
- Schedule an appointment with your **Academic Advisor** to discuss strategies or resources that will help you be successful.
- Depending on your situation, dropping this course may be advised. However, you should understand the impact of course drops on the progression in your major, academic standing, financial aid, and other considerations. Please note that the last day for undergraduate students to drop is Thursday, March 6th by 5pm.

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Dear ______________

Your success in my course, ________________________, is important to me. I have raised ______________________ due to my concern about your progress.

<Instructors comments>

I understand that there are many factors that may be contributing to your absences, and every student’s situation is unique.

Below are suggestions to assist you:

- **Contact me** to discuss how your absences may be impacting your grade. Office hours and contact information are listed on your course syllabus.

- Seek assistance though departmental tutoring or the **Pirate Tutoring Center**. The Pirate Tutoring Center is located in 2300 Old Cafeteria Complex and can be contacted via e-mail at tutoring@ecu.edu or by phone at 252-737-3009.

- Schedule an appointment with your **Academic Advisor** to discuss your situation and look at strategies or resources that will help you be successful.

- Depending on your situation, dropping this course may be advised. However, you should understand the impact of course drops on the progression in your major, academic standing, financial aid, and other considerations. Please note that the last day for undergraduate students to drop is **Thursday, March 6th by 5pm**.

You can find campus resources by going to Blackboard > Starfish > Success Network or visiting [http://www.ecu.edu/advising](http://www.ecu.edu/advising).
Dear __________________

Your success in my course, ______________________, is important to me. I have raised ______________________ due to my concern about your progress.

Instructors comments

I understand that there are many factors that may be contributing to your absences, and every student’s situation is unique.

Below are suggestions to assist you:

• **Contact me** to discuss how your absences may be impacting your grade. Office hours and contact information are listed on your course syllabus.

• Seek assistance though departmental tutoring or the **Pirate Tutoring Center**. The Pirate Tutoring Center is located in 2300 Old Cafeteria Complex and can be contacted via e-mail at tutoring@ecu.edu or by phone at 252-737-3009.

• Schedule an appointment with your **Academic Advisor** to discuss your situation and look at strategies or resources that will help you be successful.

• Depending on your situation, dropping this course may be advised. However, you should understand the impact of course drops on the progression in your major, academic standing, financial aid, and other considerations. Please note that the last day for undergraduate students to drop is **Thursday, March 6th by 5pm**.

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Showing Improvement

Dear __________________

Your success in my course, ________________________, is important to me. I have raised a____________________
notification due to your improved academic performance:

<Instructors comments>

If you have not already utilized these resources, here are some suggestions to help you continue to improve:

Below are suggestions to assist you in improving your performance:

- Contact me to discuss ways to succeed in this course. Office hours and contact information are listed on your
course syllabus.

- Seek assistance though departmental tutoring or the Pirate Tutoring Center. The Pirate Tutoring Center is
located in 2300 Old Cafeteria Complex and can be contacted via e-mail at tutoring@ecu.edu or by phone at 252-
737-3009.

- Schedule an appointment with your Academic Advisor to discuss strategies or resources that will help you be
successful.

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http://www.ecu.edu/advising.
Off to a Good Start, Keep Up the Good Work, and Outstanding Academic Performance

Dear __________________

Congratulations!

Your success in my course, ________________________, is important to me. I have raised ______________________ due to your academic performance.

<Instructors comments>

Keep up the good work!