

Sample Emails for Early Alert and/or Outreach to Students

Sample 1: Email after Early Graded Assignments

Dear [Student Name],

As your instructor for [Class], I am writing because I am concerned about your current grade in the course, and I want to help you get back on track to successfully complete the course. There are many resources for academic help, and I would encourage you to take the following steps:

- **Visit office hours [Day/Time] or email me** to schedule a time to meet so that we can talk about your approach to the last half of the term.
 - To prepare for the meeting, you might think about what aspects of the course you've felt successful in and what areas have been challenging for you this term.
- **Make an [appointment](#)** with an Academic Coach. With a coach, you can talk about your progress in the course, set goals, and talk through strategies for your success.
- **Visit the [Academic Success Center](#)** (ASC) in Waldo 125 and talk to a [strategist](#). The strategist can help you identify support resources in the ASC and across campus.

Please let me know if you have any questions. I am happy to support you in this course; I am counting on you to be proactive in scheduling a meeting so we can work together for your success.

Regards,

Sample 2: Email after Missing Beginning Classes

Dear [Student Name]

My name is [Instructor Name], and I am your instructor for [Class]. According to my records, you have missed our first two class meetings. In our course, attendance is part of your grade, and class activities are an important part of the learning process. I hope to see you in class on [Next scheduled class date] and to meet with you to talk about your progress in the course.

I'm happy to meet during office hours or by appointment. In addition, there are many people and resources at OSU to support your academic success. I'd encourage you to meet with an [Academic Coach](#) or a [Strategist](#) at the [Academic Success Center](#) to talk through study strategies and academic resources specific to your courses this term.

Please let me know if you have any questions or would like to schedule a time for us to meet, review missed material, and plan for your success.

Sincerely,



Sample 3: Email after First Midterm

Dear [Student Name],

We are now 4 weeks into [Class], and you may be wondering how you can perform even better in the course. There are many people and resources at OSU to help you succeed, and I want to encourage you to take advantage of them:

[Supplemental Instruction](#) offers group study tables that emphasize *what* and *how* to learn. In SI tables, you collaborate with your peers and practice concepts from class. SI tables meet once per week for 50 minutes. It's not too late to [join](#)!

[Academic Coaching](#) helps you discover strategies for effective learning. Coaching appointments are a place to talk with a peer coach and to find strategies for success. Make an appointment [online](#).

[The Mole Hole](#) is on the 3rd floor of the Valley Library and offers drop-in tutoring. Take your notes and class materials and work alongside a peer or T.A.

Not sure what resource is right for you? Visit a [strategist](#) in the Academic Success Center in Waldo 125, Monday-Friday between 10am-5pm. They can help you identify resources across the university.

Please let me know if you have any questions about the course. I look forward to seeing you in class.

Best,

Sample 4: Email after Missing Class & Assignment

Dear [Student Name]

My name is [Instructor Name], and I am your instructor for [Class]. According to my records, you have missed the first [#] classes and have not turned in the first assignment (worth 10% of your grade). Attending class is important to your success in our course. In addition, the first assignments are a chance to practice with course content and get feedback from me that can support your work throughout the term.

I'd like to meet with you during office hours, and I'd encourage you to use resources available through the Academic Success Center. [Academic Coaching](#) in particular gives you the chance to talk with a peer coach about your approach to learning and make a plan for success in this class and in your other courses.

Please reply and let me know if you're available to visit office hours [day/time] or what other times work for your schedule during the week. Let's work together so you can catch up and do your best in [Class] this term.

Sincerely,

