

Flags

Attendance Concern:

Please contact your adviser to discuss strategies of how you can improve your attendance in class.

Sincerely,

Flag Raiser

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Concern about coursework (quality or quantity):

Dear **Student Name**,

You can be successful in your academic studies and completing all work at a satisfactory level or above is an important step in your success. Please note that I have concerns about the quality of your work submitted for Introduction to Microbiology.

Here are my additional comments:

Student Name has turned in two incomplete papers. ** This is where "your comments" appear.

Please contact me to discuss strategies by which your work can improve.

Sincerely,

Flag Raiser

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In Jeopardy of failing a course:

Dear **Student Name**,

You are not yet progressing to a passing grade in **Course Name**, and I'm concerned. It's common for students to go through challenges like this and overcome them. I encourage you to contact me right away to discuss your options and to develop a plan of action.

Sincerely,

Flag Raiser

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General Concern about a Student:

I have concern about **Student Name** that does not fit into the other flag categories. Would you please provide some help in dealing with the issue described below?

Student Name has expressed hopelessness and despair. ** This is where "your comments" appear.

Sincerely,

Flag Raiser

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Student has housing concern (on or off campus):

I would like to get some assistance with the housing concern indicated below. Would you please provide some help in dealing with this issue? **Student Name** has a roommate conflict and does not know who to contact, to request a transfer to another room. ** This is where "your comments" appear.

Sincerely,

Flag Raiser

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