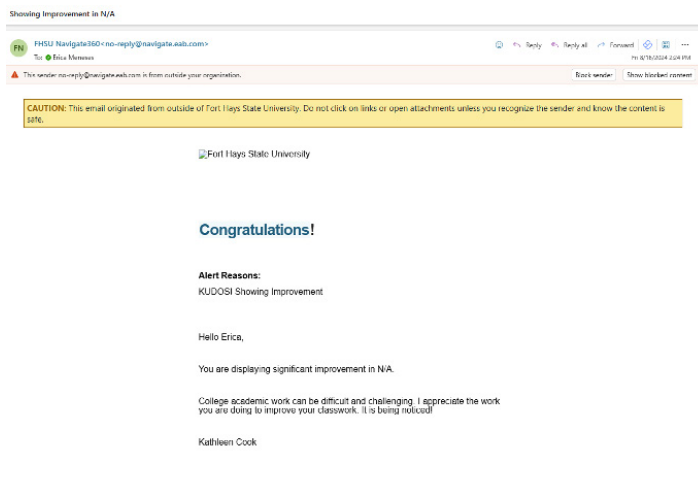


FHSU

N A V I G A T E 3 6 0

Example Email



KEY



Opens a Case for
Early Tiger Alert
Team Outreach

Automatic Email Content



ATTENDANCE (3 OR MORE MISSED CLASSES)



Hello { \$student_first_name },

Your { \$course_name } instructor has indicated that you have missed multiple classes. Attending class is the best way to get the content from your instructor. We recommend checking your syllabus to see the attendance policy in your course. Please contact your instructor regarding this course to discuss your options. We want you to be successful, attending class is one of the easiest ways to be successful. Please let us know if we can help connect you to any FHSU resources!

FHSU Early Alert Team

earlytigeralert@fhsu.edu



IN DANGER OF FAILING



Hello { \$student_first_name },

Your { \$course_name } instructor has indicated that you are at risk of failing the course. Please contact your instructor to identify what steps you can take to improve your standing in the course. Please let us know if we can help connect you to any FHSU resources! If you have questions about this alert, please email the FHSU Early Alert Team at Earlytigeralert@fhsu.edu.

FHSU Early Alert Team

Earlytigeralert@fhsu.edu



LACK OF PARTICIPATION

Hello { \$student_first_name },

Your { \$course_name } instructor has indicated that you lack participation in the course (either in-class or through Blackboard). Remember, class participation is a crucial part of the learning process and often part of your final grade. Please contact your instructor if you think this is incorrect or to identify ways to enhance your engagement within the course.

We want you to be successful.

Please let us know if we can connect you to any FHSU resources!

FHSU Early Alert Team

earlytigeralert@fhsu.edu



IN DANGER OF FAILING



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We want you to be successful.

Please let us know if we can connect you to any FHSU resources!

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MISSING ASSIGNMENTS

Hello {\$student_first_name},

Your {\$course_name} instructor has indicated that you have missing assignments in the course (either in-class or through Blackboard). Please contact your instructor if you think this is incorrect or to identify what steps you need to take next to complete the missing work.

Please let us know if we can connect you to any FHSU resources!

FHSU Early Alert Team

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POOR PERFORMANCE ON QUIZZES/EXAMS

Hello {\$student_first_name},

Your {\$course_name} instructor has indicated that you have performed below expectations on an exam, test, paper, or some other form of evaluation. To learn how you can improve, please contact your instructor as soon as possible. You can also look into FHSU academic tutoring options at: <https://www.fhsu.edu/retention/asp/>

We want you to be successful. Please let us know if we can connect you to any FHSU resources!

FHSU Early Alert Team

earlytigeralert@fhsu.edu



YOU ARE STARTING TO GO OFF TRACK

Hello { \$student_first_name },

You are starting to go off track in { \$course_name }. College academic work can be difficult and challenging. Please find time to talk to me, and I suggest exploring FHSU's tutoring and support services.

{ \$completer_name }

CAMPUS RESOURCES

- **Academic Advisor** – Discuss strategies or options to withdraw from the course.
- **Faculty Mentor** – Discuss strategies for careers and internships.
- [Academic Success Programs](#) – Peer Academic Tutoring and Student Success Coaching. (FWCSS 113, success@fhsu.edu , 785 628-5050)
- [Career Development](#) – Look into jobs, internships, and career resources, explore FHSU majors and find the right fit for you. (FWCSS 142, careers@fhsu.edu, 785 628-4260)
- [Financial Aid](#) – Financial aid questions, financial literacy education, and more. (finaid@fhsu.edu , Picken Hall 202, 785-628-4408)
- [Health & Wellness](#) - Counseling, Accessibility. (FWCSS 3rd Floor, 785 483-4401)
- [International Student Services](#) – for international students. (international@fhsu.edu , Memorial Union 014, 785-628-4176)
- [Registrar's Office](#) - Registration Deadlines, transcripts, and preparing for graduation. Your [Degree Analyst](#) can help keep you on track toward your degree (Picken Hall 302, registrar@fhsu.edu)
- [Student Affairs](#) - Medical Withdrawal, Class absences (Sheridan Hall 208, 785 628-4277)
- [Student Fiscal Services](#) – Information on registration, deadlines, refunds, payment options and general student financial account information. (Picken Hall 317, 785-628-5251)
- [Student Engagement](#) – Find clubs, organizations and activities to get involved. (FWCSS 2nd Floor, engage@fhsu.edu , 785-628-4664)
- [TigerTech](#) – serves as the HelpDesk for FHSU. If you have issues accessing Blackboard, Workday, or your FHSU email you can live chat on their website. (Tomanek Hall 127, 785-628- 3478)
- [Writing Center](#) – individual consultation about writing at any stage of the writing process. (Rarick Hall 157, WritingCenter@fhsu.edu, (785) 628-4106)



YOU CANNOT PASS (WITHDRAWAL BEFORE LAST DATE)



Hello { \$student_first_name },

Your { \$course_name } instructor has submitted feedback that you cannot pass the { \$course_name } this semester. You need to contact your academic advisor to discuss your academic plan. There are important deadlines for withdrawal from a course! Learn more about the FHSU [withdrawal schedule](#) and the [steps to withdrawal](#) in FHSU Workday. If you are utilizing FHSU Financial Assistance, please contact the FHSU Financial Aid office (785) 628-4408, dropping courses can impact your financial aid for next semester.

FHSU Early Alert Team

earlytigeralert@fhsu.edu



KUDOS! SHOWING IMPROVEMENT

Hello { \$student_first_name },

You are displaying significant improvement in { \$course_name }.

College academic work can be difficult and challenging. I appreciate the work you are doing to improve your classwork. It is being noticed!

{ \$completer_name }



KUDOS! KEEP UP THE GOOD WORK!

Hello {\$student_first_name},

I appreciate your dedication and hard work in {\$course_name}. Keep up the good work!

{\$completer_name}



ACADEMIC HONESTY



{\$student_first_name}:

This is a reminder that maintaining academic integrity is your responsibility and essential to your success.

Academic dishonesty includes, but is not limited to:

- Cheating on exams or assignments
- Plagiarizing or copying another person's work
- Using unauthorized materials or help during tests
- Submitting the same work for multiple classes without approval

Engaging in any of these behaviors can lead to serious consequences, including failing a course or facing disciplinary action. We have received an Academic Dishonesty alert from your (insert course) instructor.

Please speak to your {\$course_name} professor and refer to the academic honesty policy, for additional information and the appeal process.

<https://www.fhsu.edu/judicial/academic-misconduct/>

Please take this seriously and reach out if you need support or guidance. If you need help understanding expectations or managing your workload, reach out now success@fhsu.edu. We're here to support you.