

### Email sent to student when an Academic Concern Flag is raised:

**From** MSUEarlyAlert@minotstateu.edu  
**Reply To** MSUEarlyAlert@minotstateu.edu  
**BCC** starfish.archive@minotstateu.edu  
**Subject** Attendance Concern in Introduction to Microbiology

Dear Rachel,

Your instructor has expressed an Attendance Concern in Introduction to Microbiology and is concerned about your progress this semester.

To achieve academic success, please take advantage of the many support services ([http://www.minotstateu.edu/advising/campus\\_resources.shtml](http://www.minotstateu.edu/advising/campus_resources.shtml)) offered at MSU. Contact your advisor or instructor as soon as possible for assistance in locating the best resources to meet your needs.

Here are additional comments from your instructor:

*Rachel missed 3 classes this month.*

Sincerely,

MSU Early Alert Team

### Advisor also receives an email with the flag raiser's comments.

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### Email sent to student when an Attendance Concern Flag is raised:

**From** MSUEarlyAlert@minotstateu.edu  
**Reply To** MSUEarlyAlert@minotstateu.edu  
**BCC** starfish.archive@minotstateu.edu  
**Subject** Attendance Concern in Introduction to Microbiology

Dear Rachel,

Your instructor has expressed an Attendance Concern in Introduction to Microbiology.

You can be successful in your academic studies, and attending class is the first step to accomplishing your goals. Missing class content can affect your grades and academic performance. It is not too late to change your attendance habits.

Here are additional comments from your instructor:

*Rachel missed 3 classes this month.*

MSU has many resources that can aid your effort to improve academic performance and assist with personal concerns. Please reply to this email to contact your instructor or consider contacting your advisor for resources and suggestions for improvement.

We care about your success!

Sincerely,

MSU Early Alert Team

### Advisor also receives an email with notification and the flag raiser's comments if applicable.

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### Email sent to student when an In Danger of D, F or U Flag is raised:

**From** starfish@minotstateu.edu  
**Reply To** MSUEarlyAlert@minotstateu.edu  
**BCC** starfish.archive@minotstateu.edu  
**Subject** Academic Concern - Introduction to Microbiology

Dear Rachel Lands,

Your instructor alerted us about a concern in your academic status in Introduction to Microbiology. Based on your progress in this course thus far, and without a substantial change in your work in the very near future, you are in danger of failing this course.

Instructor comments:

Rachel missed 3 classes this month.

Your instructor raised this flag because MSU cares about you and your academic success. Please contact your instructor immediately to see what can be done to raise your grade in this course. You may email your instructor directly by replying to this email. You should also consider contacting your advisor.

We believe that you can be successful in your academic studies. Please take advantage of the many support services ([http://www.minotstateu.edu/advising/campus\\_resources.shtml](http://www.minotstateu.edu/advising/campus_resources.shtml)) offered at MSU.

Sincerely,

MSU Early Alert Team

### Advisor also receives an email with the flag raiser's comments.

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### Email sent to student when a Never Attended Flag is raised:

**From** rebecca.ringham@minotstateu.edu  
**Reply To** MSUEarlyAlert@minotstateu.edu  
**BCC** starfish.archive@minotstateu.edu  
**Subject** Attendance Concern in Introduction to Microbiology

Dear Rachel,

You have been marked as Never Attended in Introduction to Microbiology and will be dropped from the course. If you feel you've been flagged in error, please contact your instructor immediately. You may do so by replying to this email.

**Your instructor must communicate to the Registrar's Office by Thursday, September 8 that you should not be dropped.** If dropped for non-attendance, you will receive a W grade and will be required to pay for the course.

Sincerely,

Rebecca Ringham

MSU Registrar

### Advisor also receives an email with notification of the flag raised.