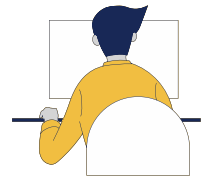




"HOW SHOULD I SAY THIS?"

Use this page for guidance and support in phrasing the "details" shared in an Update or Alert per category—particularly notations that may contain sensitive information.



• MISSED ASSIGNMENTS

- Student is falling behind on % of course work/# of assignments.
- Student has not turned in the first major assignment.

• ATTENDANCE

- Student has not been present in class for # days and is at the maximum # of excused absences.
- Student has not provided required documentation for an excused absence.
- Student has not communicated with me in X days. I have reached out via email.

• ACADEMIC PERFORMANCE

- Designated benchmarks are not being met as outlined in the class syllabus.
- The student has not passed the first or # of exam(s)/assignment(s)/project(s).

• CONNECTEDNESS

- The student could benefit from a reach out from the Student Success Center.
- The student would benefit from learning more about upcoming campus events.
- A reach out from Accessibility Services regarding campus life accommodations would be beneficial.

• HEALTH AND WELL-BEING

- This student is experiencing a family or personal emergency.
- Connecting the student to the Ram Pantry, clothing closet, etc. would be beneficial.
- Resources/a reach out from Health or Counseling services may be helpful.
- Connecting the student with the Student Conduct Coordinator could assist in their current situation.
- Resources/a reach out from the Title IX Coordinator may be helpful.

• FINANCIAL

- The student is experiencing a financial hardship/concern.
- The student asked/may want information about grants and scholarships. A reach out from the Financial Aid Office would be helpful.
- Unforeseen circumstances have resulted in late payment.

• ACADEMIC ADVISING

- A reach out from the Advising Assistance Center is necessary.
- An amended course schedule has been requested by the student.
- The student is not able to get in contact with their Academic Advisor.
- The student has expressed wanting to change their major, withdraw from a course, etc.
- A reach out from the AAC to discuss the students' academic standing has been requested.
- A reach out from the AAC has been requested by the student to speak about the petition process.
- I had a conversation with the student and they have concerns about the petition process.

• RECOMMEND WITHDRAWAL

- I have tried to make contact with the student to provide signatures for withdrawal and I have not heard back.
- This student would benefit from having a conversation with their Academic Advisor about what withdrawal will mean for their academic outlook.

• REGISTRATION STATUS

- Student may be at risk of leaving Shepherd.
- Student has expressed interest in withdrawing from the semester.