

Dear [Student Full Name],

Professor [Professor] has raised an [Flag Name] alert for you in [Course Name]. If your professor has provided additional comments regarding this alert, those notes will be provided below.

**Professor Comments:**

[Professor Comments]

**A message from the Office of Student Success:**

We want you to know that it is common for students to go through challenges like this and overcome them. Based on feedback from your professor, you may be in danger of failing [Course Name]. It may or may not be too late to improve your overall grade in this class, however some action on your part is necessary.

We encourage you do the following:

1. Reply to this message so you can discuss strategies for improvement with your professor
2. Reach out to [CASA](https://casa.tamucc.edu/) for academic strategies outside of the classroom
3. Contact your [Academic Advisor](https://www.tamucc.edu/academics/planning/academic-advising/index.php) for additional tips and support

We care about your success and look forward to reaching out to you to offer our support.

Sincerely,

**Office of Student Success**

starfish@tamucc.edu