

## Undergraduate Email Messaging to Students from Faculty

---

### Inactivity in your course

Subject: Inactivity in Your Course

Dear <student name>,

I'm contacting you because I am concerned about your inactivity in <this class>. Please know regularly participating in discussions and submitting assignments on time is critical to successfully completing this class. If you have specific questions about this class please contact me.

If you need academic assistance outside of class, I encourage you to visit the [Student Success Center](#).

Regards,

Instructor Name

---

### Low grades (C- or lower)

Subject: Concern about Your Grade

Dear <student name>,

I'm contacting you because I am concerned about your performance (or grades) in class. Your average grade to date is a C- or lower. Please contact me if you have specific questions about your grades or if I can be of help in another way.

If you need academic assistance outside of class, I encourage you to visit the [Student Success Center](#).

Regards,

Instructor Name

---

### Missing Assignments

Subject: Missing Assignments in Your Course

Dear <student name>,

I'm contacting you because you have not submitted one or more of the required assignments. Please know that submitting your future assignments on time is critical to successfully completing the class. Please see your course outline for specific assignment information and due dates. If you have questions about your assignments, please contact me.

If you need academic assistance outside of class, I encourage you to visit the [Student Success Center](#).

Regards,

Instructor Name

---

### Commendable Effort

Subject: Commendable Effort in Class!

Dear <student name>,

Your work in <this class> to date has been commendable. Keep up the good work!

Regards,

Instructor Name

\*Replies from students will send directly to instructor/faculty.