

Academic Nudge Auto Generated Emails

Alert lvl 1: Excessive Lateness/Absences Case

Hi {\$student_first_name}

I hope this message finds you well. I've noticed you haven't been attending class recently and want to make sure everything is alright. I want you to know that it's okay to face challenges and experience setbacks. It's how we respond to these moments that truly defines us. I am available if you would like to check in, and if you need to speak to your advisor about your class schedule or any issues, please schedule an appointment through Bay Advisor(hyper link). We are all here to help, and asking for support is a sign of courage and strength.

Hope to see you back in class soon.

{\$completer_name}

Alert lvl 3: Missing Assignments CAN Be Made Up

Hi {\$student_first_name}

You have missed some assignments in our class and they CAN be made up. Don't be discouraged, we all have setbacks, how you respond is what matters. Please develop a plan to make up the missed work and let me know your plan. Your advisor has been made aware of this and may be reaching out to assist you with your plan. Please keep an eye on your Horizon email and text for when they reach out to connect.

If you need any assistance or support, please don't hesitate to reach out to me or your advisor. We are here for you every step of the way.

Thank you and looking forward to hearing from you.

{\$completer_name}

Alert lvl 2: Poor Performance on Tests/Quizzes

Hi {\$student_first_name}

I hope this message finds you well. Given the recent challenge you encountered with your test/quiz results, I want you to know that we are here to support you. Please understand that everyone faces setbacks at some point in their lives. It's a natural part of the learning process, opportunity for growth, and how you respond is what really matters. As you respond to this set back please consider your community of resources for assistance.

- My Office Hours (listed on our syllabus)
- SCAA (tutoring) - <https://www.csueastbay.edu/scaa/types-of-tutoring/index.html>
- STEM LAB (tutoring) - <https://www.csueastbay.edu/stemlab/>
- Peer Coaching - <https://www.csueastbay.edu/scaa/pac/index.html>
- Classmates and study groups

{\$completer_name}

Alert lvl 3: Missing Assignments Can NOT Be Made Up

Hi {\$student_first_name}

You have missed some assignments in our class, which unfortunately cannot be made up. Your advisor has been made aware of this and may be reaching out to assist you with your plan and future in the course as how you respond to setbacks is what truly matters. Please develop a plan to do well on the remaining work in our class and let me know your plan. Also, remember to keep an eye on your Horizon email and text messages for when your advisor tries to connect with you.

If you need any assistance or support, please don't hesitate to reach out to me or your advisor. We are here for you every step of the way.

{\$completer_name}