



SPARTAN SUCCESS NETWORK

What Is Sent to Students When Manually Raising Flags or Kudos?

NOTE: When initiating items that include the “Raiser’s Comments” as shown below, information you write in the “Comment” field will be sent directly to the student. Thus, it is best practice to write comments to the student—not about the student.

Flags Raised Outside a Progress Report by Instructors Only

Academic Performance Concern

Attendance Concern

Classroom Conduct Concern

In Danger of Failing

Subject: [Flag Name] Flag in [Course Name]

Dear [Student First Name]:

Professor [Raiser’s Name] has raised a(n) [Flag Name] flag in [Course Name] and is providing you with the following feedback:

[Raiser’s Comments]

Unless otherwise specified above, please follow-up with your professor ([Raiser’s Email]) to address this [Flag Name] flag.

York College has a variety of resources available to support your success. To learn more, go to your [Success Network](#) and click on the "Show Other Services" button below your connections.

Flags Raised Outside a Progress Report by Multiple Roles

Well-Being Concern

Subject: [Flag Name] Flag for [Student Full Name]

Dear [Student First Name]:

[Raiser’s Name] has raised a(n) [Flag Name] flag and has noted the following:

[Raiser’s Comments]

Unless otherwise specified above, please follow-up with [Raiser’s Name] ([Raiser’s Email]) to address this [Flag

Name] flag.

York College has a variety of resources available to support your success. To learn more, go to your [Success Network](#) and click on the "Show Other Services" button below your connections.

Flags Raised in a Progress Report by Instructors Only

No Show

Subject: [Course Name] Enrollment

Dear [Student First Name]:

Although you are officially enrolled in [Course Name], **it does not appear that you are participating in this class (e.g., attending class meetings, communicating with the professor, completing course tasks, logging in to Canvas, etc.).**

You **must** begin engaging with the class OR officially withdraw from this class. If you do not take one of these actions, you will receive a "0" for your grade at the end of the semester. This may jeopardize your academic progress and/or financial aid, which includes federal and state aid, VA benefits, and other forms of financial aid.

Please contact the instructor of [Course Name] if you wish to remain in the class. If you do not wish to remain in the course, please contact your academic advisor. This notice is part of your permanent record with the College.

If you have been participating in this class and believe you have received this notification is in error, please contact us immediately.

Sincerely,

The Registrar's Office
717-815-1273
registrar@ycp.edu

Warning Grade

Subject: [Flag Name] Flag in [Course Name]

Dear [Student First Name]:

Professor [Raiser's Name] has raised a(n) [Flag Name] flag in [Course Name] and is providing you with the following feedback:

[Raiser's Comments]

Unless otherwise specified above, please follow-up with your professor ([Raiser's Email]) to address this [Flag Name] flag.

York College has a variety of resources available to support your success. To learn more, go to your [Success Network](#) and click on the "Show Other Services" button below your connections.

Kudos Raised by Instructors Only

Outstanding Academic Performance

Subject: [Kudos Name] in [Course Name]

Dear [Student First Name]:

Professor [Raiser's Name] has given you kudos in [Course Name]:

[Raiser's Comments]

Congrats on earning a(n) [Kudos Name] kudos!

Kudos Raised by Multiple Roles

Keep Up the Good Work Showing Improvement

Subject: [Kudos Name]

Dear [Student First Name]:

[Raiser's Name] has given you kudos:

[Raiser's Comments]

Congrats on earning a(n) [Kudos Name] kudos!