



***Only the flagged student receives an email when this flag is raised.***

***Student View: The student can view this item and the notes entered at initial notification.***

***Permissions: People with the following roles may be able to see this tracking item if they have a relationship with the student(s):***

- *Academic Leadership*
  - *Academic Support*
  - *Coach*
  - *International Student Advisor*
  - *Primary Advisor*
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Dear [Student First Name],

A flag has been raised for you in regard to [Course Section Id]:[Course Name] as you are missing assignments or are turning in assignments late. The following comment was included:

***[Raise Notes]***

We all want to support your journey here at Moravian College but not turning assignments in, or turning them in late, can negatively impact your grade in this course. We know that students juggle a lot of responsibility at times and sometimes it can be overwhelming. Here are some steps you can take to help turn yourself around and get back on track:

- Locate the syllabus for this course on Canvas and mark important due dates in your calendar.
- If you realize an assignment will be late for whatever reason, make sure to contact your instructor immediately to discuss alternative arrangements.
- If you do not understand an assignment or how to do the work, professors can help. They can also connect you to study sessions and help you get a tutor, if necessary.
- Check the syllabus for the policy on late assignments for this course. Then talk with the professor about your missed work and the possible strategies to help you improve your grade.

Contact the Student Success Team at [studentsuccess@moravian.edu](mailto:studentsuccess@moravian.edu) to discuss additional ways to manage time effectively and complete all assigned work in a timely manner, or for any other concerns or challenges you may be facing. We have plenty of resources available on campus and are ready to work with you to help you succeed. In addition, you can always contact your advisor for assistance and advice.

Wishing you much success,

The Student Success Team

