

Progress Reports Road Map - messages sent to students

Last Updated: 02/05/2024

As of January 2024, students will see professor comments entered for all feedback reasons.

Feedback Reason	Email sent to the student?	Email sent to the student's advisor?	Can students see "Comments"?	Case Assigned To These Users
<i>* indicates Case is generated</i>				
1.1 High five! Improved performance in course	Yes	No	Yes	N/A
1.1 High five! Very good performance in course	Yes	No	Yes	N/A
1.2 Absences impacting successful course completion*	Yes	Yes, via Case	Yes, but students will not see Case Notes	Advisor(s); AFC Counselor(s); EOF Counselor(s); HLLC Advisor(s); Honors College Advisor(s); Mountainview Counselor(s); Veteran Affairs Counselor(s); Off-Campus Pgm Advisor(s); Coach(es)
1.2 Appears unprepared for class	Yes	No	Yes	N/A
1.2 Habitual Lateness	Yes		Yes	N/A
1.2 Low test or assignment grade	Yes	No	Yes	N/A
1.2 Missing Assignments	Yes	No	Yes	N/A
1.2 Tutoring Recommended - Math and other STEM courses	Yes	No	Yes	N/A
1.2 Tutoring Recommended - RBS Accounting course	Yes	No	Yes	N/A
1.2 Tutoring Recommended - Writing	Yes	No	Yes	N/A
Other*	No	Yes, via Case	Yes, but students will not see Case Notes	Advisor(s)

Text of Email sent to Student

1.1 High five! Improved performance in course

Your performance in { \$course_number } : { \$course_name } is improving. Keep up the good work! If you'd like to discuss the coursework or your interests, please see the course syllabus for times I'm available.

Sincerely,
{ \$completer_name }

1.1 High five! Very good performance in course

Keep up the good work! You're doing very well in { \$course_number } : { \$course_name } so far. If you'd like to discuss your interests at any point, please see the course syllabus for times I'm available.

Sincerely,
{ \$completer_name }

1.2 Absences impacting successful course completion*

I'm contacting you because your absences in { \$course_number } : { \$course_name } may impact your final grade, and may be exceeding the number of absences permitted in this course. Please contact me to discuss your options. Regular attendance at classes is an essential part of college success, and people are here to help.

If you believe you are registered in error, contact your academic advisor. Use the Navigate-Student mobile app to see contact information for your advisor (look under Resources, then People), or click on the appointment button to schedule a time to talk.

Thinking of withdrawing from all your courses? See this information from the Registrar's Office and this link from Financial Aid, then talk to your advisor. If you are in crisis, contact the CARE Team.

Sincerely,
{ \$completer_name }

1.2 Appears unprepared for class

I'm concerned about your performance in { \$course_number } : { \$course_name } because you appear to be unprepared for classes. If there is a way I can help, please see the course syllabus for times I'm available to meet, and we'll find a time to talk.

RU-N offers free tutoring in selected courses. Use the Penji app <<Hyperlink = <https://web.penjiapp.com/schools/rutgers> >> to make a tutoring appointment, or to make an appointment for study skills assistance at the Learning Center (110 Warren St.).

Sincerely,
{ \$completer_name }

1.2 Habitual Lateness

I'm contacting you because you've come to {\$course_number} : {\$course_name} late on numerous occasions. You are missing out on important aspects of the class which are crucial to your success. If it's something I can help with, please contact me.

Sincerely,
{\$completer_name}

1.2 Low test or assignment grade

Recently you earned a low grade in {\$course_number} : {\$course_name}. Act now to improve your performance! See the course syllabus to see times I'm available if you'd like to meet with me.

You also may want to seek tutoring, advising, counseling, or other campus support services. Contact information is in the Navigate app.

If you are looking for study partners, download the Navigate-Student app and click the Study Buddies button.

Sincerely,
{\$completer_name}

1.2 Missing Assignments

You have not turned in one or more assignments in {\$course_number} : {\$course_name}. Act now to make up the work! See the course syllabus to check on the policy for turning in late work, and to see times I'm available if you'd like to meet with me.

You also may want to seek tutoring, advising, counseling or other campus support services. Contact information is in the Navigate app.

If you are looking for study partners, download the Navigate-Student app and click the Study Buddies button.

Sincerely,
{\$completer_name}

1.2 Tutoring Recommended - Math and other STEM courses

Based on your most recent grade(s) in {\$course_name}, I recommend that you seek tutoring. Tutors are available in-person and remotely. All tutoring can be reserved using the Penji app <<Hyperlink = <https://web.penjiapp.com/schools/rutgers>>>. Tutoring is free of charge and can give you a boost for a strong finish to the semester.

Sincerely,
{\$completer_name}

1.2 Tutoring Recommended - RBS Accounting course

I'm recommending that you receive tutoring in {\$course_number} : {\$course_name}. Tutoring is a success strategy that is used by many top-performing students and it can give you the boost you may need to understand the course material.

The tutoring is free of charge and available at a wide-range of hours. Use Knack <<Hyperlink = <https://www.joinknack.com/school/rutgers-university>>> to book your appointment now. Be sure to have your course materials on hand for your tutoring session.

Sincerely,
{\$completer_name}

1.2 Tutoring Recommended - Writing

Based on your performance in {\$course_number} : {\$course_name}, I strongly recommend that you register for free weekly writing tutoring with the RU-N Writing Center. Please call us (973-353-5847) right away to reserve a standing weekly appointment or book an appointment through the Penji app <<Hyperlink = <https://web.penjiapp.com/schools/rutgers>>>.

The Writing Center provides individual tutoring to support students in strengthening their reading, writing, and research skills. The goal of writing tutoring is to provide students with the skills needed to become independent readers and writers capable of responding well to the demands of academic writing. Tutors can help students clarify an assignment; generate ideas; expand on their writing; review and revise drafts; improve grammar and style; and strengthen reading and editing skills.

Sincerely,
{\$completer_name}