

Progress Reports Road Map - messages sent to students

Last Updated: 02/23/2023

Alert Reason * indicates Case is generated	Where Visible?	Email sent to the student?	Email sent to the student's assigned advisor?	Can students see "Comments" in R4S?	Case Assigned To These Users
* For Advisor attention (indicate in Comments)*	PR & ALERT	No	Yes, via Case	No	Advisor(s)
1.1 Kudos! Improved performance in course	PR	Yes	No	No	N/A
1.1 Kudos! Very good performance in course	PR	Yes	No	No	N/A
1.2 Absences impacting successful course completion*	PR	Yes	Yes, via Case	No	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	PR	Yes	No	No	N/A
1.2 Habitual Lateness	PR	Yes		No	N/A
1.2 Low test or assignment grade	PR	Yes	No	No	N/A
1.2 Missing Assignments	PR	Yes	No	No	N/A
1.2 Tutoring Recommended - Math and other STEM courses	PR	Yes	No	No	N/A
1.2 Tutoring Recommended - RBS Accounting course	PR	Yes	No	No	N/A
1.2 Tutoring Recommended - Writing	PR	Yes	No	No	N/A
Student thinking of leaving RU-N*	PR & ALERT	No	Yes, via Case	No	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)

Text of Email sent to Student

All emails are FROM: RU-Newark Navigate <no-reply@gradesfirst.com>

1.1 Kudos! Improved performance in course

Your performance in { \$course_number } : { \$course_name } is improving. I'm sending this note to encourage you to 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.

Have a good day! { \$completer_name }

1.1 Kudos! Very good performance in course

I'm sending this brief message to acknowledge your very good performance in { \$course_number } : { \$course_name }. Keep up the good work!

If you'd like to discuss your interests at any point, please see the course syllabus for times I'm available.

Have a good day!

{ \$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. You may need to change your study habits and spend more time preparing if you wish to succeed in this course. Please see the course syllabus for times I'm available to meet or use the Penji app <<Hyperlink = <https://web.penjiapp.com/schools/rutgers> >> to make an appointment at the Learning Center for study skills assistance.

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 }. Although each grade does not account for the entire course grade, they do add up. Act now to fill in any knowledge gaps by reviewing the material, bringing related questions to my student hours (see the course syllabus for times I'm available), seeking tutoring or advising, or seeking counseling or other campus support services. There are many resources available.

Sincerely, { \$completer_name }

1.2 Missing Assignments

You have not turned in one or more assignments in { \$course_number } : { \$course_name }. Although each assignment does not account for the entire course grade, they do add up. Act now! Check with me during my student hours (see the course syllabus for times I'm available), seek tutoring or advising, or seek counseling or other campus support services. 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 mobile 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 mobile 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 }

This progress report guide has been created for your use in providing feedback to students through [RU-N4Success](#). Please feel free to contact us if you have questions or comments.

Sincerely,

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