

3/5/2008

# Academic Alert Student Notification Letter

Student Name

Student Address

Stockton, CA 95207

Dear Student,

I am happy that you chose to enroll in my \_\_\_\_\_ class this semester. I am concerned, though, because my records show that you are not making satisfactory progress. I think the following may be a problem(s) for you:

- \* Not completing assigned class work/homework.
- \* Difficulty understanding subject area content.
- \* I would like to discuss this with you privately. Please see me after class.

We have some excellent resources to assist students here at Delta College. I encourage you to take advantage of the following:

<u>Program</u>	<u>Location</u>	<u>Office Hours</u>
Math & Science Learning Center	Shima 217	954-5542
Disability Support Services	Cunningham 120	954-5330

Please see me after class or during my office hour.

I suggest that you contact these resources as soon as possible and show them this letter. We want to make sure that they make a note of your efforts to do better in this class. I encourage you to please take advantage of the services offered above. Check out our website with its Student Success Strategies at <http://www.deltacollege.edu/dept/guidance/AcademicAlertresources.html>

Sincerely,

Instructor