

Gav Connect Message Templates (Students)

Progress Report Items

- **Grade in A range**

SUBJECT: [Gav Connect] Your progress in [course name]

Dear [Student First Name],

We are reaching out to inform you that your instructor, [Instructor Name], has provided an update on your progress in their [Course Name] class. They have indicated that you are currently earning an **A** in the class. Congratulations on your strong performance! Your hard work and dedication are appreciated.

Instructor Comments: [Instructor comments]

- **Grade in B range**

SUBJECT: [Gav Connect] Your progress in [course name]

Dear [Student First Name],

We are reaching out to inform you that your instructor, [Instructor Name], has provided an update on your progress in their [Course Name] class. They have indicated that you are currently earning a **B** in the class. Congratulations on your strong performance! Your hard work and dedication are appreciated.

Instructor Comments: [Instructor comments]

- **Grade in C range**

SUBJECT: [Gav Connect] Your progress in [course name]

Dear [Student First Name],

We are reaching out to inform you that your instructor, [instructor name], has provided an update on your progress in their [course name] class. They have indicated that you are currently earning a **C** in the class. There is still time for you to finish the semester strong and possibly raise your grade. Please reach out to your instructor if you have any questions.

Instructor Comments: [Instructor comments]

- **Grade in D range**

SUBJECT: [Gav Connect] Your progress in [course name]

Dear [Student First Name],

We are reaching out to inform you that your instructor, [instructor name], has provided an update on your progress in their [course name] class. They have indicated that you are currently earning a **D** in the class. This is a serious concern, but there may still be time to turn things around and finish the

semester successfully. It is critical that you contact your instructor as soon as possible to discuss your progress and create a plan to improve your grade.

Instructor Comments: [Instructor comments]

- **Grade in F range**

SUBJECT: [Gav Connect] Your progress in [course name]

Dear [Student First Name],

We are reaching out to inform you that your instructor, [instructor name], has provided an update on your progress in their [course name] class. They have indicated that you are currently earning an **F** in the class. This is a serious concern, but there may still be time to turn things around and finish the semester successfully. It is critical that you contact your instructor as soon as possible to discuss your progress and create a plan to improve your grade.

Instructor Comments: [Instructor comments]

- **Passing**

SUBJECT: [Gav Connect] Your progress in [course name]

Dear [Student First Name],

We are reaching out to inform you that your instructor, [instructor name], has provided an update on your progress in their [course name] class. They have indicated that you are currently passing the class. Congratulations on your strong performance! Your hard work and dedication are appreciated.

Instructor Comments: [Instructor comments]

- **Not yet Passing**

SUBJECT: [Gav Connect] Your progress in [course name]

Dear [Student First Name],

We are reaching out to inform you that your instructor, [instructor name], has provided an update on your progress in their [course name] class. Your instructor has indicated that you are not yet passing the class. This is a serious concern, but there may still be time to turn things around and finish the semester successfully. It is critical that you contact your instructor as soon as possible to discuss your progress and create a plan to improve your grade.

Instructor Comments: [Instructor comments]

- **Keep up the great work**

Dear [Student First Name],

I am reaching out to let you know that I appreciate all of your hard work and dedication in my class.

[Instructor comments]

Keep up the great work!

Sincerely,
[Instructor Name]

- **Referrals (see referrals section below)**

Flags

- **Attendance Concern**

Dear [Student First Name],

Class isn't the same without you!

Your success in this class is important to me! Attending class is an important part of achieving your academic goals. Missing class content can affect your grades, academic performance, and possibly impact your financial aid. It's not too late for you to come back to class. I look forward to seeing you soon. Please feel free to contact me with any questions or concerns.

[Instructor comments]

Sincerely,
[Instructor Name]

- **Missing/late assignments**

Dear [Student First Name],

Your success in this course is important to me. According to my records, you are missing one or more assignments. Students who complete assignments on time and interact with course material frequently are more successful in the class.

[Instructor comments]

Please contact me to discuss your path to success in this course.

Sincerely,
[Instructor Name]

Kudos

- **Great Attendance**

Dear [Student First Name],

I am reaching out to let you know that I appreciate your great attendance in my class.

[Instructor comments]

Keep up the great work!

Sincerely,

[Instructor Name]

- **Great participation**

Dear [Student First Name],

I am reaching out to let you know that I appreciate your great participation in my class.

[Instructor comments]

Keep up the great work!

Sincerely,

[Instructor Name]

- **Keep up the great work**

Dear [Student First Name],

I am reaching out to let you know that I appreciate all of your hard work and dedication in my class.

[Instructor comments]

Keep up the great work!

Sincerely,

[Instructor Name]

- **You are showing improvement**

Dear [Student First Name],

I am reaching out to let you know that you are showing improvement in my class. I appreciate your effort and dedication.

[Instructor comments]

Keep up the great work!

Sincerely,

[Instructor Name]

Referrals

- **El Centro**

Dear [Student First Name],

[Creator Name] cares about you and your success and you have been referred to El Centro. El Centro offers services such as support with access to housing, food, financial aid, financial literacy, academic counseling and more at Gavilan College. We look forward to supporting you during your academic journey. Please take time to complete a [short intake form](#) to help us learn more about specific

services you are interested in. If you need assistance with the intake form, you may reach out to El Centro by phone at 408-848-4753 or by email at elcentro@gavilan.edu. You can also learn more about El Centro online at www.gavilan.edu/elcentro.

We look forward to receiving your intake form and working alongside you to support your needs!

- **Library**

Hello [Student First Name],

[Creator Name] has submitted a library referral on your behalf because they believe working with a librarian can help you succeed in your [Course Name] course. Our librarians are happy to support you with research strategies, unpacking topics, understanding assignments, and more.

Please click this link to learn more and to make a free appointment with a librarian: [Book a Library Appointment](#).

We are here to help you succeed!

- **Math Lab**

Hello [Student First Name],

[Creator Name] has submitted a tutoring referral on your behalf because they believe working with a peer tutor can help you succeed in your [Course Name] course. The Math Lab offers drop-in tutoring on campus and virtual appointments on Zoom with peer tutors and staff who have successfully passed the course you're in.

Book a free appointment with a Math Lab/STEM Center tutor here: [STEM Center/Math Lab appointments](#).

Visit our Math Lab webpage to view our hours & current tutoring schedules for each subject offered: [Math Lab Tutoring Information](#)

We are here to help you succeed!

- **STEM Center**

Hello [Student First Name],

[Creator Name] has submitted a tutoring referral on your behalf because they believe working with a peer tutor can help you succeed in your [Course Name] course. The STEM Center offers drop-in tutoring on campus and virtual appointments on Zoom with peer tutors and staff who have successfully passed the course you're in.

Book a free appointment with a Math Lab/STEM Center tutor here: [STEM Center/Math Lab appointments](#).

Visit our STEM Center webpage to view our hours & current tutoring schedules for each subject offered:

[STEM Center Tutoring Information](#).

We are here to help you succeed!

- **Tutoring Center**

Hello [Student First Name],

[Creator Name] has submitted a tutoring referral on your behalf because they believe working with a peer tutor can help you succeed in your [Course Name] course. Our tutors are students who have passed the classes you're taking—and they can help you prepare for exams, learn how to solve difficult problems, understand course content, and more.

Make your free tutoring appointment today: [Make a FREE Tutoring Appointment](#).

Please click this link to learn more about your tutoring options: [Information about Tutoring](#).

We are here to help you succeed!

- **Writing Center**

Hello [Student First Name],

[Creator Name] has submitted a Writing Center referral on your behalf because they believe working with a peer tutor can help you succeed in your [Course Name] course. Our tutors are students who are trained in effective reading and writing strategies—and they can help you understand challenging readings, write more effectively, and do research.

Please click this link to learn more about online and in-person hours and to make a free appointment with a Writing Center tutor: [Visit the Writing Center](#).

We are here to help you succeed!