Dear Benny,

My name is [insert from Banner], and I am your instructor for [insert course name, day and time]. Because I want you to be successful in this course and at OSU, I am writing to let you know that I am connecting you with additional university resources.

[Customized portion based on what checkbox the instructor checked]

While I have previously attempted to reach out to you, we have had difficulty connecting; therefore, I have asked our college student success team to reach out to you. They are an excellent resource for connecting you with other university resources and ensuring you have what you need to be successful on your academic path.

In addition to the course resources we have previously discussed, I’ve asked the Academic Success Center (ASC) to also reach out to you. They have a variety of resources (from time management to study skills to tutoring) to further support your academic work. The ASC meets with students from all majors.

My sense is that you have a lot going on in your life right now. We have a group on campus, called the Student Care Team, who support students when life makes going to college more difficult. They’ll reach out to you, confidentially, to find out how OSU can be of assistance.

As always, I am happy to meet with and support you. Let me also add, if you are experiencing difficulty in other classes, or in navigating a life situation, I encourage you to visit this informational website: https://counseling.oregonstate.edu/reach-out-success.

Please treat this message with attention. I am trying to help you connect with resources because I am concerned and would like to see you be successful.

Instructor Name

Instructor Signature line with email pulled from Banner