

Template message for Students Who Are Underperforming

Division of Equity and Inclusion

Office of the Vice President

University of Oregon

Dear :

We've made it to end of the (insert week number) week in our new remote learning environment, and I am so proud of all of us. I am writing personally to thank you for being patient with me and yourself as we navigate these shifts in the way we need to teach and learn during these times.

I'm also writing to check in to see how I can help you to be more successful in the class. The remote learning environment is a difficult one for all of us, but please know that I have every confidence that you can do well in the class. I am continuing to hold virtual office hours this term, and I hopeful that we can find a time to meet via (zoom, teams or on the telephone) to help you get back on track.

If there is anything that I can do to support your learning, please reach out and let me know. Despite the challenges we face, together, we will make this term a great success.

Take good care,

(your name)