

Dear [preferred first name],

Your instructor for [XYZ123], has posted your mid-term progress report in COIN. You earned a **Good**. Great job! For the remainder of the course:

- Keep up with your course work and stay current with reading and assignments.
- Consider helping a peer or becoming a leader in a study group.

You can view your progress report in COIN by clicking on the Grades icon. Then, in the drop down, select Progress Report (top right corner of the class list in grades).

Dear [preferred first name],

Your instructor for [XYZ123], has posted your mid-term progress report (MTPR) in COIN. You earned a **Satisfactory** and are making good progress.

For the remainder of the course:

- Keep up your steady efforts; set goals to achieve your best grades and have a successful second half of the semester.
- Consider attending your instructor's office hours to strengthen subject matter knowledge and adjust study techniques, if needed.
- You may be interested in using tutoring available at the [Business Center](#), the [STEM Learning Lab](#), the [Writing and Multiliteracy Center](#), or the [Language Learning and Multimedia Center](#).
- See your advisor if you have questions.

If you take these actions, improvement is possible. Typically, over half of students receiving a satisfactory MTPR improved and earned a final grade in the A or B range.

You can view your progress report in COIN by clicking on the Grades icon. Then, in the drop down, select Progress Report (top right corner of the class list in grades).

Dear [preferred first name],

Your instructor for [XYZ123], has posted your mid-term progress report (MTPR) in COIN. You received a **Caution**. There is still time to improve your grade, so now is the time to act!

For the remainder of the course:

- See your instructor during office hours as soon as you are able. If you cannot attend office hours, ask for an appointment. Ask how you can improve your study strategies and review the syllabus to predict other opportunities for grade increases.
- Contact your advisor to review your academic standing and discuss ways to improve your strategy for success. (Tips: use a planner and build a study group.)
- Use tutoring resources weekly. Here are links to the [Business Center](#), the [STEM Learning Lab](#), the [Writing and Multiliteracy Center](#), and the [Language Learning and Multimedia Center](#).
- Be aware of your grades and progress in the course.

If you take these actions, improvement is possible. Typically, over half of students receiving a Caution MTPR improved and earned a final grade in the A, B, or C range.

You can view your progress report in COIN by clicking on the Grades icon. Then, in the drop down, select Progress Report (top right corner of the class list in grades).

Dear [preferred first name],

Your instructor for [XYZ123], has posted your mid-term progress report (MTPR) in COIN. You are currently **Failing**. We are here to help you, so now is the time to act!

To get back on track:

- **See your instructor as soon as you are able.** Ask whether it is still possible to pass the class. If so, ask how you can improve your grade.
 - If your instructor recommends withdrawal, contact your advisor to discuss potential impacts and the [course withdrawal deadline](#).
- Meet with your advisor to review your academic standing and discuss ways to improve your strategies for success. (Tips: use a planner and build a study group.)
- Use tutoring resources on campus weekly. Here are links to the [Business Center](#), the [STEM Learning Lab](#), the [Writing and Multiliteracy Center](#), and the [Language Learning and Multimedia Center](#).
- Be aware of your grades and progress in the course.

If you take these actions, improvement is possible. Typically, almost half of students receiving a Failing MTPR improved and earned a passing final grade.

You can view your progress report in COIN by clicking on the Grades icon. Then, in the drop down, select Progress Report (top right corner of the class list in grades).