

## Templates for notifying students after they receive “U”s in writing in your class:

Dear ----,

I am happy to report you passed English 105. However, I have decided to give you a U in writing to make sure you have the opportunity to keep working on your writing in the Writing Center with a guaranteed weekly meeting time.

You typically wrote focused, developed essays, but there were still problems with using and citing sources in your revised third essay. I would like you to keep working on summarizing, paraphrasing, and citing sources accurately and effectively.

An instructor from the Writing Center will contact you in the first week of classes to let you know when your first meeting will be. Most students complete the program to remove the U by midterm, although some finish earlier or later than that depending on what they need to work on. You can work on assignments from your classes, so the extra attention to your writing could provide benefits right away.

I have attached a document that explains the “U” notation and the tutoring program in more detail.

Best regards,

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Dear ----,

I am happy to report you passed English 105. Your participation in class discussion was good, and I enjoyed having you in the class. However, I have decided to give you a U in writing to make sure you have the opportunity to keep working on your writing in the Writing Center with a guaranteed weekly meeting time.

I would like you to work on developing your ideas with discussion and detail and writing clear, effective sentences.

An instructor from the Writing Center will contact you in the first week of classes next semester to let you know when your first meeting will be. Most students complete the program to remove the U by midterm, although some finish earlier or later than that depending on what they need to work on. You can work on assignments from your classes, so the extra attention to your writing could provide benefits right away.

I have attached a document that explains the “U” notation and the tutoring program in more detail.

Best regards,

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Dear ---,

I am happy to report you passed English 105. I enjoyed having you in class and your contributions to class discussions were excellent and always appreciated. However, I have decided to give you a U in writing to make sure you have the opportunity to keep working on your writing in the Writing Center with a guaranteed weekly meeting time.

Your writing did improve this semester, especially in the areas of organization, focus, and paragraph development. Your revision of Essay 3 was the best-organized and most focused essay you wrote in the course, and I was pleased to see how much that essay improved. You need to keep working on organization, though, and you need to work extensively on accurate documentation. There were serious problems with documentation on your revision of Essay 3 and the analysis for assignment 4 that affected your grade on those assignments and in the course.

An instructor from the Writing Center will contact you in the first week of classes next semester to let you know when your first meeting will be. Most students complete the program to remove the U by midterm, although some finish earlier or later than that depending on what they need to work on. You can work on assignments from your classes, so the extra attention to your writing could provide benefits right away.

I have attached a document that explains the “U” notation and the tutoring program in more detail.

I hope you have a relaxing, enjoyable summer.

Best regards,

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