

**From:** Advisor  
**To:** [REDACTED]  
**Subject:** [Test]:Important: Academic Progress Notification from your Instructor  
**Date:** Tuesday, January 13, 2026 9:54:39 AM



Your instructor(s) have submitted information indicating that you may be in jeopardy of not passing your course(s) and need to take steps to ensure your academic progress. In the next few days, you will receive a follow-up email identifying specific resources to support you.

We understand that this can be concerning, but we are confident that if you take proactive steps to address these challenges, you can turn things around. Here are some recommendations:

1. **Immediately Contact Your Instructors:** Reach out to your instructors to discuss your performance. They can provide insights into where you may be struggling and offer guidance on how to improve. Every instructor holds office hours. These are open hours when the instructor is waiting to assist you! If you have concerns about talking with your instructor or are unsure of what to say, you can always contact your academic advisor for advice.
2. **Utilize Academic Support Services:** ODU provides numerous free academic support options, some of which are available to you 24 hours a day. Join a study group or explore [tutoring options](#), like the [Science Tutoring Centers](#) and the [Writing Center](#), to help strengthen your understanding of the course material. Additionally, you can work with a [peer mentor](#) or academic coach to help enhance study skills and time management.
3. **Contact Your Academic Advisor:** [Schedule an appointment](#) to discuss your long- and short-term goals, identify opportunities to pivot your course of study, explore options for withdrawing from a course if necessary, and/or examine the [grade forgiveness](#) and [continuance](#) policies.

**Reflect on Your Overall Well-being:** Mental, physical, financial, and social stress can negatively impact your academic performance. Connect with [Student Outreach & Support \(S.O.S.\)](#) to address unforeseen circumstances or personal roadblocks.

Your Academic Progress Notification(s):

*\*The information below was recently provided by your faculty. Not all fields are required so if a field is blank, no information was provided.*

Date Submitted	Course	Notification*	Grade*

Sincerely,

Your Academic Success Team



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ODU Advising

[Advisor@odu.edu](mailto:Advisor@odu.edu) | Student Success Center | Norfolk, VA 23529

[Contact Us](#)

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1 Old Dominion University, Norfolk, VA, 23529, US



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**From:** Advisor  
**To:** [REDACTED]  
**Subject:** [Test]:Important: Academic Progress Notification from your Instructor  
**Date:** Tuesday, January 13, 2026 9:55:40 AM



Dear Trey,

Congratulations! Your instructor(s) have submitted information indicating that you are doing well in your course(s).

**Here are a few tips to maintain your momentum:**

- 1. Stay Organized:** Keep track of assignment due dates, exams, and important dates to avoid last minute stress.
- 2. Engage in Class:** Continue participating in discussions and seeking clarification on confusing topics.
- 3. Utilize Resources:** Take advantage of tutoring services, study groups, and office hours if you need additional help.
- 4. Set Goals:** Establish short-term goals for each class to maintain focus and motivation.
- 5. Seek Feedback:** Regularly check in with your instructors to receive feedback on your performance.

Keep up the good work! If you have any questions, do not hesitate to contact us or your academic advisor at any time.

**Your Academic Progress Notification(s):**

*\*The information below was recently provided by your faculty. Not all fields are required so if a field is blank, no information was provided.*

Date Submitted	Course	Notification*	Grade*
09/23/2025	ENGN 122		

Sincerely,

Your Academic Success Team



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1 Old Dominion University, Norfolk, VA, 23529, US



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