*Letter from department chair to students below a 2.0 [December, May]*

Dear [student’s first name],

I wanted to take a moment to reach out to you regarding your academic performance during the [season, year] semester. [name of major] can be challenging and that’s why it’s important to get help.

I want you to do well in your courses, which is why I’d like to meet with you in the next couple of days. We can talk about the resources OU provides, like the Tutoring Center (oakland.edu/tutoring) or Writing Center (oakland.edu/ouwc). I encourage you to use these valuable resources so that you have a positive experience and get the most out of your OU education.

Please call me at [phone] or email me at [email address] to set up a time to meet. Or feel free to visit me during my office hours of [days, times]. My door is always open to you.

[Name]

Chair, Department of [name]