Progress Reports

AUTO RESPONSE SO STUDENT IS INFORMED QUICKLY

You have a new notification issued by INSTRUCTOR

For COURSE for the following reason (s).

Multiple Alerts

Your instructor has indicated that you are in danger of failing the course listed above for a number of reasons. A member of your Academic Success Team will be in touch soon to discuss these concerns and help you address them in order to recover your standing in this course.

Sincerely,

KU Academic Success

ADVISOR RESPONSE TEMPLATE

Dear <<Student Name>>

I wanted to reach out directly to you as you have been flagged in one of your classes this semester as being in danger of failing. Your instructor indicated there may be multiple factors involved in your standing in this course including <<list some or all of the reasons from faculty comments here>>.

I am happy to visit with you about strategies to improve your class performance. It is best to use your Jayhawk GPS Navigate App to schedule a time on my calendar.

I have also listed a few very specific resources you can take advantage of now to address these concerns before your next test or major assignment in the class:

<<Insert any of the “tips” from the other individual template letters that are copied below for quick copy/paste. These are from the auto emails sent to students when only one flag is raised.>>

Sincerely,

Academic Advisor Signature

COPY/PASTE Content to insert based on the comments provided by faculty:

MISSING ASSIGNMENT CONCERN

Step 1: Check your BlackBoard gradebook to identify the assignments missing.

Step 2: It is important that you talk with your instructor or TA in about your grade issues or any other concerns you have related to the course. You can speak to them via email or by scheduling a meeting as instructed on the course syllabus. Be prepared to discuss the recent course assignments and your status for completing those. Your instructor’s contact information (office hours, email, etc.) and preferred method for meetings is included on the course syllabus.
POOR GRADES CONCERN

Step 1: Check your BlackBoard gradebook for this class to identify which assignments are receiving low points.

Step 2: Talk with your instructor or TA in about your grade issues or any other concerns you have related to the course. Ask why you are receiving this message and discuss steps you can take for improvement. Your instructor's contact information (office hours, email, etc.) and preferred method for student meetings is included on the course syllabus.

ATTENDANCE CONCERN

Steps to Improve Class Attendance:
1. Make sure you have an understanding of attendance for each and every class straight from the syllabus...these vary by faculty and will have nuances depending on whether you are in-person, online or hybrid.
2. Create an accountability system that works for you whether it be an alarm for each class or a reward for each week without a missed class.
3. If personal issues are related to your class attendance and you need help, reach out. Your instructor or your academic advisor can help you explore your options for support from financial to personal well-being.

STUDENT SHOULD SEEK TUTORING

Step 1: Go to https://learning.ku.edu/ to view the menu of options to help you in this course. You can find a tutor, meet with academic coaches, or view workshops and quick guides for fast help. For additional assistance connecting to these services, call 785-864-7733.

Step 2: Email your instructor to find out more about the nature of this concern to make sure you understand what is needed to pass this course. Check your syllabus for their contact information.

SHOULD SEEK SUPPLEMENTAL INSTRUCTION (SI)

This course provides Supplemental Instruction to help students like you specifically in this class. Please watch this quick video on Supplemental Instruction at KU.

https://si.ku.edu/

It is important to take advantage of the Supplemental Instruction provided for your course. To get the SI schedule for your class, ask the SI Leader who is attending your class. You can also contact the University Academic Support Centers @ supplemental@ku.edu or at (785) 864-7733.

STUDENT NOT PAYING ATTENTION / SLEEPING

Staying engaged in class, regardless of whether you are in-person, online or in a hybrid course, is one of the number one ways to improve your performance.

Suggestions for Improvements:
1. Be aware of your presence in class. Even in online environments, faculty can tell if you are listening to the online lecture or if you are actively participating in discussion boards with classmates.

2. Take active notes. Whether hand written or typed, capture what is being said and try to connect it to the class readings or the key theme for that day’s content.

3. Asking questions when available. Always have at least one question relevant to the topic prepared so that you can demonstrate your class engagement when opportunities for questions come up.

4. Getting enough rest prior to class time.

5. Eating a balanced meal prior to class time or have health snacks available when attending online class sessions.

NON-ACADEMIC CONCERN

**Talk with your instructor or TA.** Be ready to talk about the nature of this request and ask questions about the specific areas that sparked the concern. Your instructor’s contact information (office hours, email, etc.) and preferred method for communication are posted on the course syllabus.

**Student Emergency Aid Network** provides resources for students who may need financial assistance during emergency situations and are experiencing financial obstacles.

**Financial Aid Support** provides support to navigate the expense of college and how to explore funding options. Every KU student has an assigned financial aid advisor so contact their office to get connected to yours.

**Counseling and Psychological Services (CAPS)** can help students with issues related to adjusting to college and other psychological, interpersonal, and family problems. Individual and group sessions are available.

**Institutional Opportunity and Access Office** serves as a neutral and unbiased resource for students, faculty, and staff who wish to report an allegation of discrimination, harassment, sexual misconduct, sexual violence and/or retaliation.

**Ombuds Office** is a safe place where members of the University of Kansas community can seek informal, independent, confidential and impartial assistance in addressing conflicts, disputes, or complaints on an informal basis without fear of retaliation or judgment.

**Student Support and Case Management** empowers students to address and overcome barriers in order to achieve their educational and life goals.

**The Care Coordinator** provides support to survivors of gender based violence (sexual assault, violence and harassment, stalking, intimate partner/domestic violence, use of alcohol to gain sexual access).

**Tutoring and Academic Support** is available through the University Academic Support Centers (UASC). The UASC can help you locate course-specific assistance or connect you to services available such as tutoring, academic accommodations, and writing support.