Progress Reports

STUDENT NAME + HEADER

You have a new notification issued by INSTRUCTOR

For COURSE for the following reason (s).

ATTENDANCE CONCERN

You are receiving this email because you have been flagged for being in danger of failing in the course listed above. Your success is important to your academic progress here at KU. One of the most important ways to be successful in your courses is to attend every class session.

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.

If you would like to schedule an appointment with your academic advisor to discuss this or other concerns with your classes, you may do so by using your Jayhawk GPS Navigate Student App scheduling tool.

Sincerely,

KU Academic Success