Progress Reports

STUDENT NAME + HEADER

You have a new notification issued by INSTRUCTOR

For COURSE for the following reason (s).

MISSING ASSIGNMENT CONCERN

You are receiving this email because you have been flagged for being in danger of failing the course listed above. Assignments are critical to your success academic progress here at KU so it is critical to ensure that you are submitting assignments on time and in compliance with the instructions provided by your faculty.

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.

Step 3: Ask for help through the University Academic Support Center (UASC). The UASC can help you locate course-specific assistance. Contact the UASC at tutoring@ku.edu or at (785) 864-7733.

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