

**OFFICE OF UNDERGRADUATE STUDIES**

# MySuccess @ KU

## FLAG EMAIL NOTIFICATION UNSATISFACTORY COURSEWORK

Last Updated 8/25/2017

**From:** mysuccess@ku.edu

**To:** STUDENT

**Subject:** MySuccess Notification: Improving Performance in COURSE NAME



Dear STUDENT,

Your success at KU is important to us.

You are receiving this email because you have been flagged for **Unsatisfactory Coursework** in COURSE NAME.

Here are your instructor's comments: INSTRUCTOR COMMENTS.

Your success in COURSE NAME is important to your academic progress. Here are some actions we suggest you take right now:

1. **Talk with your instructor or TA.** You can speak to them before or after class, during office hours, or schedule an appointment. Ask why you are receiving this message and discuss steps you can take for improvement. Your instructor's contact information (office hours, email, etc.) is posted on the course syllabus and the Blackboard course site.
2. **Schedule an appointment with your assigned academic advisor.** It may be good to meet with your academic advisor to discuss other campus resources and ideas for improvement. You can find your academic advisor contact information in your "My Success Network" accessible through your MySuccess home page.
3. **Advocate for yourself and ask for help** through the Academic Achievement and Access Center (AAAC) or through departmental tutoring, if available. The AAAC can help you locate course-specific assistance. Contact the AAAC at [achieve@ku.edu](mailto:achieve@ku.edu) or at (785) 864-7733.
4. In some situations, **dropping a course may be advised.** The last day to drop a class is: **LAST DATE TO DROP FOR TERM.**

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