1st Absence

Email to Student:

Dear Student,

We missed you in class today. I hope that you are doing well.

Today we discussed ______.

I am looking forward to seeing you in class next week and please let me know if you would like to meet during office hours to talk about what you missed.

Regards,
PF

2nd Absence

Email to Student:

Dear Student,

We missed you again today! I am beginning to be concerned about your absences in this class.

You have missed the following assignments and discussions:
1
2

I am looking forward to seeing you in class next week and please let me know if you would like to meet during office hours to talk about what you missed.

As a reminder, the absence policy states that you cannot miss more than 4 meetings and fulfill the FYE graduation requirement. Please note that your absences are only reflected in your academic course as specified in the syllabus.

Regards,
PF

3rd Absence

Email to Student:

Dear Student,

I am getting concerned about your absences in the synthesis seminar. This marks your 3rd absence in your synthesis seminar. The absence policy states that you cannot miss more than 4 meetings and fulfill the FYE graduation requirement. If you have any issues that you would like to discuss please come talk to me during office hours.

You have missed the following assignments and discussions:
I am looking forward to seeing you in class next week and please let me know if you would like to meet during office hours to talk about what you missed.

Please note that your absences are only reflected in your academic course as specified in the syllabus.

Regards,
Pf

4th Absence

Email to kellerp@cofc.edu, cc to koreyc@cofc.edu and bradleyj@cofc.edu: (warning email about absences)

Dear Page,

Insert Student Name has missed 4 seminars in Insert FYE Course Name.

Thank you,
Pf

Email to Student:

Dear Student,

This marks your 4th absence in your synthesis seminar. The absence policy states that you cannot miss any more meetings and fulfill the FYE graduation requirement. You are dangerously close to not passing the requirement for not attending the synthesis seminar.

You will also receive an email from First-Year Experience about your absences.

You have missed the following assignments and discussions:
1
2
3
4

If you are interested in making up any absences by visiting my office hours, they are ________. I look forward to seeing you in class next week if not in office hours before then!

Please note that your absences are only reflected in your academic course as specified in the syllabus.

Regards,
Pf
Email to kellerp@cofc.edu, cc to koreyc@cofc.edu and bradleyj@cofc.edu: (hold goes on account and email about contacting PF to make up absences)

Dear Page,

Insert Student Name has missed 5 seminars in Insert FYE Course Name.

Thank you,
PZ

Email to Student:

Dear Student,

This marks your 5th absence in your synthesis seminar. You will be receiving an email from First-Year Experience with more detailed information about having excessive absences.

You have missed the following assignments and discussions:
1
2
3
4
5

You will want to contact me ASAP about setting up a time to meet with me so you can make up at least one absence. My office hours are ________.

This marks your 5th absence in your Synthesis Seminar. You will be receiving an email from First-Year Experience with more detailed information about the consequences of your excessive absences.

Please note that your absences are only reflected in your academic course as specified in the syllabus.

Regards,
PZ