Hello (insert student name),

I am reaching out to you to see if you need any assistance. My records show that you have not been attending our class and/or have not submitted any academic work.

I want to note that as stated in our course syllabus, students who do not attend class or submit work for a substantial and **consecutive** amount of time (defined as equivalent to 2 weeks of class time) will be administratively withdrawn. This email is your notification that you are in danger of being administratively withdrawn from (insert title of course).

At this point in the semester, you have not worked on an assignment since (insert date) and have not attended class since (insert date). If you do not submit an academic assignment by (insert date), you will be Administratively Withdrawn from this course and no further assignments will be graded after that date. If you wish to remain in the course, you will need to contact me within **two** school days of this email.

If you need assistance with assignments, please contact me immediately: (insert your email and/or phone number).

If you are experiencing technical difficulties, please contact CSC IT at the following link: [ITHelpTicket](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fconnorsstate.edu%2Fhelpticket&data=04%7C01%7Crobin.oquinn%40connorsstate.edu%7C6aa2964989624e962fc708d9505ad064%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637629173231151210%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=HcjbXVc3t27tPjAzYPV0kR49wZfiP7sy3QetP80UimM%3D&reserved=0).

If you need tutoring help with your class, please utilize the Free 24/7 tutoring link found on the left column of your Canvas page or open this link: [Tutor.com](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fconnorsstate.instructure.com%2Fcourses%2F1865%2Fexternal_tools%2F141%3Fdisplay%3Dborderless&data=04%7C01%7Crobin.oquinn%40connorsstate.edu%7C6aa2964989624e962fc708d9505ad064%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637629173231161201%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=KAJf7WTh2qG4cVQRdxffBocnWwDuN%2FHhQccHohMvNk0%3D&reserved=0).

Sincerely,