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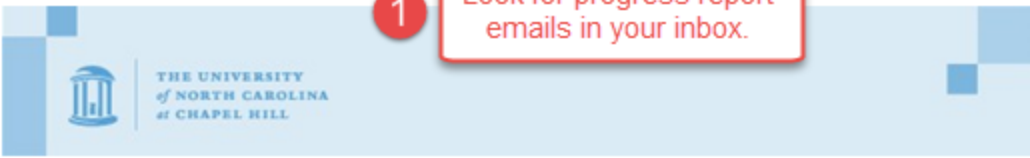
What is an Academic Progress Report (APR)?

APRs are comments entered by your instructor regarding your academic performance in a given course. APRs can include positive or constructive feedback. If you receive an APR with constructive feedback, you should take action as soon as possible.

Example APR you might receive for a class

 This message was sent with High importance.

From: Office of Undergraduate Retention [<mailto:no-reply@email.unc.edu>]
Sent: Friday, September 02, 2016 2:00 PM
To: Smith, John <smithjohn@unc.edu>
Subject: IMPORTANT Attention Required: Academic Progress Report
Importance: High



Dear John:

Your instructor is concerned about you and has issued the following [Academic Progress Report](#):

Course	Feedback
PSYC 210 STAT PRIN PSYC RES	Assignment/Homework Concern

You are encouraged to **take the following actions** as soon as possible:

1. Visit your instructor during faculty office hours or make an appointment with your instructor to discuss your progress in the course and strategies for improvement.
2. Meet with an [Academic Advisor](#) to discuss strategies for success in the course and, if necessary, dropping the course.
3. Explore [University resources](#), such as the [Learning Center](#) or the [Writing Center](#).

John, the University is committed to your success. If you have any questions or would like to discuss this feedback, please contact your academic advisor or the [Office of Undergraduate Retention](#).

If you have a disability, chronic medical condition, or a temporary disability resulting in difficulties with accessing learning opportunities, you may contact [Accessibility Resources and Service](#) for support and accommodations.

Please click below to acknowledge your receipt of this message.

Acknowledge

Sincerely,

Office of Undergraduate Retention
<http://studentsuccess.unc.edu/contact-us/>


1 Look for progress report emails in your inbox.

2 Read instructor feedback.


3 Take action.

4 Click button to acknowledge.

Example of summary email containing all APRs you received for the semester

 This message was sent with High importance.

From: Office of Undergraduate Retention [<mailto:no-reply@email.unc.edu>]
Sent: Friday, September 02, 2016 2:10 PM
To: Smith, John <smithjohn@unc.edu>
Subject: Important Message: Academic Progress Report Summary
Importance: High



Summary of all APRs
received during the semester

Dear John:

The following is a summary of the academic progress feedback you received this semester.

Course			Feedback
PSYC	210	STAT PRIN PSYC RES	Assignment/Homework Concern
EDUC	130	NAVIGATING RESEARCH UNIVERSITY	Good Class Participation
RELI	110	NEW TESTAMENT ARCHAEOLOG	General Concern

Earlier in the semester, you should have received email communication with this feedback and recommended next steps. We hope you found this information helpful and have been able to take advantage of the many resources that are available to help you Thrive@Carolina. For additional information on academic progress reports and student resources, please click [here](#).

The University is committed to your success, and we want to hear from you! To help us continue to improve our communication and support services, please take a few minutes to complete this [survey](#).

If you have any questions or we can support you in any way, please contact your [Academic Advisor](#) or the [Office of Undergraduate Retention](#).

Sincerely,

Office of Undergraduate Retention
<http://studentsuccess.unc.edu/contact-us/>

How do I know if I received an Academic Progress Report (APR)?

You will receive an email a few days before the start of each APR period to remind you to keep an eye on your university email account for APRs over the next several weeks. When you receive an APR from your instructor, you will be notified through your University email account as well.

When are Academic Progress Reports (APRs) sent?

APRs are sent between the 4th and 7th weeks of the Fall and Spring semesters.

Will my Academic Progress Reports (APRs) appear on my transcript?

No, progress reports will not appear on your official or unofficial transcript.

What should I do after receiving an Academic Progress Report (APR)?

First, be sure to click the acknowledgement button on the bottom of your email notification. This lets support offices know that you have read the feedback provided to you.

The actions you might take after receiving an Academic Progress Report will vary depending on your individual academic situation. The notification email you receive will contain the specific steps recommended for you. If you have a questions about the APR, you can contact your Academic Advisor or [The Office of Undergraduate Retention](#). Below are possible actions you could take, depending on the type of progress report comment(s) you receive:

<p>Academic Concerns</p> <ul style="list-style-type: none"> • Writing Skills Concern • Quiz/Examination Concern • Assignment/Homework Concern • Class Participation Concern 	<p><i>Academic Concern Actions:</i></p> <ol style="list-style-type: none"> 1. Visit your instructor during faculty office hours or make an appointment with your instructor to discuss your progress in the course and strategies for improvement. 2. Meet with an Academic Advisor to discuss strategies for success in the course and, if necessary, dropping the course. 3. Explore university resources, such as the Learning Center or the Writing Center.
<p>Attendance Concerns</p> <ul style="list-style-type: none"> • Stopped Attending • Never Attended • Intermittent Attendance 	<p><i>Attendance Concern Actions:</i></p> <ol style="list-style-type: none"> 1. If you think you should not be enrolled in this course, check your enrollment status in ConnectCarolina and meet with an advisor in The Academic Advising Program. 2. If you have circumstances preventing you from attending class, consider meeting with a professional in the Office of the Dean of Students to discuss your situation. 3. If you are experiencing any health issues preventing you from attending class, visit with Campus Health Services and/or Counseling and Psychological Services.
<p>General Concern or Immediate Action</p> <ul style="list-style-type: none"> • Immediate Action Suggested • General Concern 	<p><i>General Concern Actions:</i></p> <ol style="list-style-type: none"> 1. Visit your instructor during faculty office hours or make an appointment with your instructor to discuss your progress in the course and strategies for improvement. 2. If you have circumstances preventing you from meeting course requirements, consider meeting with a professional in the Office of the Dean of Students to discuss your situation. 3. If you are experiencing any health issues, visit with Campus Health Services and/or Counseling and Psychological Services. 4. Explore university resources for academic success.

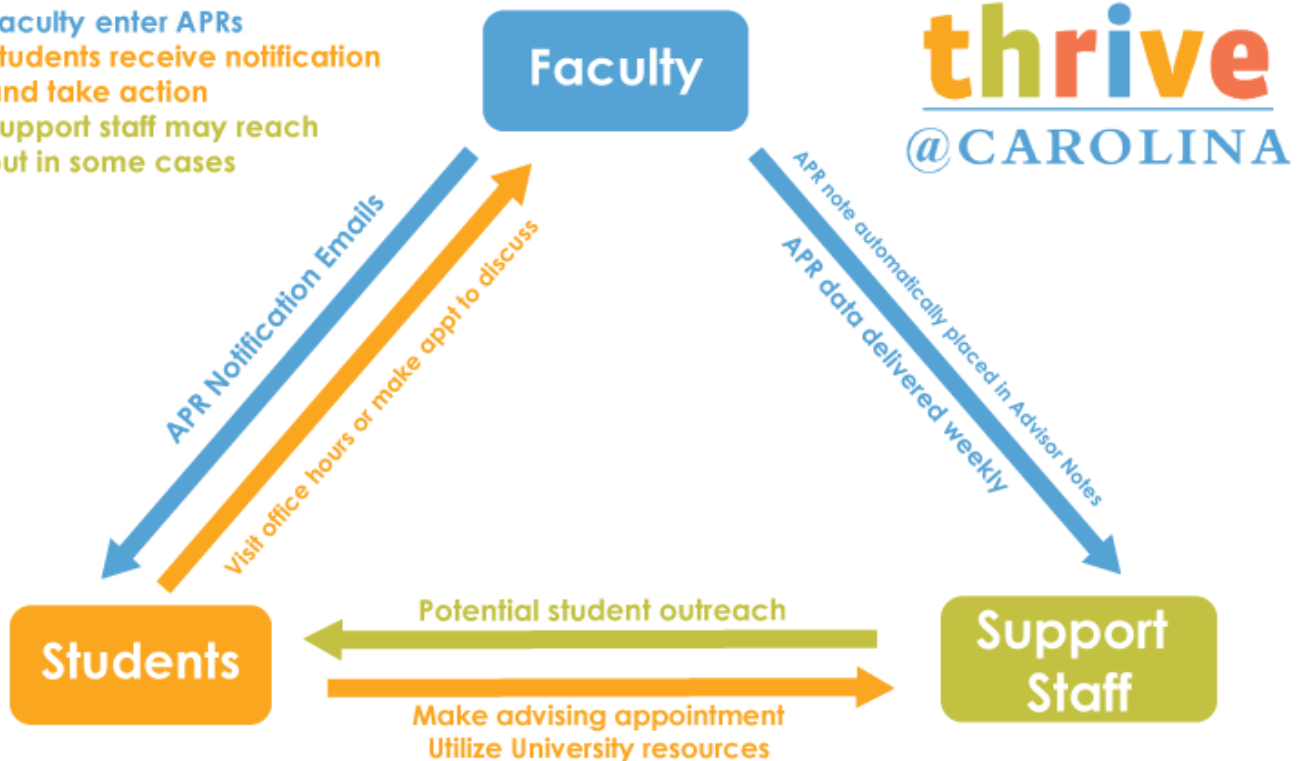
<p>Positive Feedback</p> <ul style="list-style-type: none"> • Good Class Participation • Keep Up the Good Work • Outstanding Performance • Showing Improvement 	<p><i>Positive Feedback Actions:</i></p> <ol style="list-style-type: none"> 1. Visit your instructor during faculty office hours or make an appointment with your instructor to discuss opportunities for further enrichment in this academic area such as additional courses, opportunities for research, internships, or graduate school opportunities. 2. Visit University Career Services to explore career opportunities in this area. 3. Optimize your academic experience by visiting the Learning Center or Writing Center. 4. Consider participating in a high-impact activity, such as Undergraduate Research, Study Abroad, Global Initiatives, or Service Learning.
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How does the Academic Progress Report (APR) process work?

The APR process starts when your instructor enters progress reports in ConnectCarolina. This causes several things to happen, all of which are intended to **help you reflect and take action** as necessary to succeed:

- An email containing your instructor’s comments is sent to you.
- Academic Advisors are notified of each comment you receive in ConnectCarolina.
- Reports are also shared with The Office of Undergraduate Retention and other campus resources who collaborate to provide coordinated student support.

1. Faculty enter APRs
2. Students receive notification and take action
3. Support staff may reach out in some cases



Who sees my Academic Progress Report (APR) comments?

Your APR comments can be seen by your instructor as well as other academic support staff like Academic Advisors and the Office of Undergraduate Retention.

How many Academic Progress Reports (APRs) might I receive?

You may receive up to 2 instructor comments for each course you are taking. For example, if you are enrolled in 5 courses, you can receive up to 10 total APR comments.

Can I get multiple Academic Progress Report (APR) comments for the same class?

Yes, you can receive up to 2 APR comments per course.

What kind of Academic Progress Report (APR) comments might my instructor provide?

The comments you may receive from your instructor fall into 4 categories: academic performance concerns, attendance concerns, general concerns, and positive feedback. Below are the comments associated with each category.

Academic Concerns

- Writing Skills Concern
- Quiz/Examination Concern
- Assignment/Homework Concern
- Class Participation Concern

Attendance Concerns

- Stopped Attending
- Never Attended
- Intermittent Attendance

General Concern or Immediate Action

- Immediate Action Suggested
- General Concern

Positive Feedback

- Good Class Participation
- Keep Up the Good Work
- Outstanding Performance
- Showing Improvement

Who can I contact with my questions about APRs?

If you have questions about the specific APR feedback given to you for a particular course, contact your professor for more information. If you have any other questions about APRs or the APR process, contact the Assistant Director for Academic Eligibility and Interventions here: <http://studentsuccess.unc.edu/contact-us/>