*(Online class)*

October 6, 2017

Student Name

Mailing Address

City, State Zip Code

Dear Student First Name,

You are enrolled in my online <NAME OF YOUR CLASS> class. You have not logged into Blackboard since <DATE>.

It is your responsibility to log into Blackboard and complete assignments. At this point, you are # assignments, # tests, # performance, # quizzes, and # discussions behind.

It is my suggestion you withdraw from this class immediately so that you do not earn a grade you do not want. If you withdraw from t his class, your grade point average will not be affected. If you have not withdrawn by <DAY OF WEEK, MONTH, DAY>, I will request that you be withdrawn for excessive absences. . If you are withdrawn for excessive absences, you will be given a grade of “FE” which calculates as an “F” in your grade point average. If you receive financial aid, this action could affect your financial aid eligibility.

Please contact me if you have any questions.

Sincerely,

Instructor Name