

# Academic Performance Improvement Plan

Date: [Insert Date]

Dear [Student's Name],

We hope this message finds you well. We are reaching out to discuss your academic performance in the current online course and to present an Academic Performance Improvement Plan tailored to support your success.

## Current Academic Standing

As of [Insert Date], your grades in [Course Name] are as follows:

- Assignment 1: [Grade]
- Assignment 2: [Grade]
- Midterm Exam: [Grade]

Total GPA: [Insert GPA]

## Identified Challenges

We have noted the following challenges that may have impacted your performance:

- Procrastination on assignments
- Difficulty with course material
- Time management issues

## Improvement Goals

The goals of this plan are to:

- Enhance your understanding of course materials
- Improve your assignment submission timelines
- Boost your overall engagement in the course

## Action Steps

To achieve these goals, we recommend the following actions:

- Attend weekly virtual office hours for additional support.
- Create a study schedule to allocate specific times for coursework.
- Utilize peer study groups for collaborative learning.

- Seek help from tutoring services provided by the institution.

## **Progress Monitoring**

We will schedule bi-weekly check-ins to monitor your progress and make adjustments to the plan as needed. The first check-in will be on [Insert Date].

## **Support Resources**

We encourage you to take advantage of the following resources for extra support:

- [Link to Online Tutoring Services]
- [Link to Academic Coaching Resources]
- [Link to Time Management Workshops]

We believe that with dedication and the right support, you can achieve your academic goals. Please feel free to reach out if you have any questions regarding this plan or need further assistance.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]