

KANSAS STATE UNIVERSITY

TO: Committee on Academic Policy and Procedure (CAPP), Joann Kouba, Bente Janda, Kelley Brundage, Susanne Renberg

FROM: Academic Affairs and Innovation and DASSA
Simone Cummings & Bill Watts

CC: Margaret Mohr-Schroeder, Thomas Lane, Paige Adams, Brandon Savage, Deborah Goins, Brad Cunningham

DATE: January 5, 2026

TOPIC: Update to University Handbook Sections F85 and F86: Academic Progress Reports

Academic Progress Reports

Current Policy:

<https://www.k-state.edu/provost/policies-resources/university-handbook/fhsecf.html#F85>

F85 During the fifth (5th) week of classes, instructors of undergraduate, fourth (4th) and fifth (5th) year APDesign, and concurrent degree students enter Progress Reports, indicating the level of performance and perceived reasons for poor performance in Navigate.

F86 Progress Reports for undergraduate, fourth (4th) and fifth (5th) year APDesign, and concurrent degree students are available for viewing in Navigate.

Recommended Change:

F85 During the fifth (5th) or sixth (6th) week of classes, the primary instructor of record for undergraduate, fourth (4th) and fifth (5th) year APDesign, and concurrent degree students shall provide performance feedback via Progress Reports in the student success management system.

~~**F86** Progress Reports for undergraduate, fourth (4th) and fifth (5th) year APDesign, and concurrent degree students are available for viewing in Navigate.~~

Rationale:

This revision clarifies several elements of Section F85 & F86. Specifically, it extends the progress reporting window to two weeks (Weeks 5 and 6) rather than a single week; designates the primary instructor of record as accountable for ensuring completion of progress reports (without requiring that individual to personally submit all reports); revises the performance feedback language to explicitly allow for the inclusion of both positive feedback and areas of concern; and replaces the term “Navigate” with “student success management system” to

avoid the need for future policy updates if the underlying platform changes. In addition, Section F86 is removed, as it is no longer necessary and was duplicative.

Effective Date:

Fall 2026