

DATE

ADDRESS

EMAIL

Dear XXXX:

I received your letter on DATE appealing a potential dismissal from the School/Department of XXXX. In that letter, I outlined my lack of confidence in your ability to continue in the graduate program.

Options:

1. Upon careful consideration of all available information, I have decided to allow you to continue in the program. New benchmarks to achieve academic good standing include: PROVIDE new benchmarks that are feasible in the timeframe provided. I have notified the School Director/Department chair, Dr. XXXX about my decision.
2. Upon careful consideration of all available information, I have decided to dismiss you from the. Enrolled classes have been dropped and you have been discontinued from graduate studies in the School/Department of XXXX effective DATE.

Sincerely,

College Dean