

DATE

ADDRESS

EMAIL

Dear XXXX:

I sent you a letter on DATE regarding a potential dismissal from the School/Department of XXXX. In that letter, I outlined that you were not meeting the benchmarks that were set while you were on probation.

On DATE(s), you were placed on academic probation and provided benchmarks to achieve academic good standing. (ADD Benchmarks given to student) and were given the opportunity to schedule a meeting with me and/or provide further explanation in writing by (DATE 5 days from student receiving this letter).

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.
2. Upon careful consideration of all available information, I have decided to dismiss you from the program. You may appeal this decision in writing to the Dean of the College, Dr. XXXX within 5 business days of the date of this letter. The Dean's email address is XXXXX. Further information on the appeal's process can be found here: ENTER WEBSITE

Sincerely,

School Director/Department Chair