

DATE

ADDRESS

EMAIL

Dear XXXX:

Assessment of your academic records that you have not maintained academic good standing as defined by the Graduate School:

A student must remain in good standing during the entire enrollment in graduate studies at the University. Academic good standing includes maintaining a minimum 3.0 cumulative graduate GPA, satisfying any program-specific requirement for good standing, and making satisfactory progress to degree. Students who fail to meet this requirement are typically placed on academic probation by the School/Department. The letter also outlined that if you did not meet these benchmarks, you may be dismissed from your graduate studies.

On DATE(s), you were placed on academic probation and provided benchmarks to achieve academic good standing. (ADD Benchmarks given to student). Based on your failure to meet these benchmarks I am considering dismissal from your graduate program. You will be 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).

Sincerely,

School Director/Department Chair