

Academic Probation Plan for Improvement

Date: [Insert Date]

Student Name: [Insert Student Name]

Student ID: [Insert Student ID]

Program of Study: [Insert Program]

Dear [Student Name],

This letter serves to formally notify you that you have been placed on academic probation due to your current academic standing. To assist you in improving your grades and successfully completing your program, we have outlined an Academic Probation Plan.

1. Improvement Goals:

- Raise GPA to at least [Insert Target GPA] by the end of the [Insert Term/Year].
- Complete all courses with a grade of C or better.

2. Action Plan:

- Attend weekly academic advising sessions with [Advisor's Name].
- Participate in tutoring sessions for [Specify Subjects].
- Develop a study schedule that allocates at least [Insert Hours] hours per week for coursework.
- Engage in [Insert any workshops or programs offered].

3. Monitoring Progress:

You will be required to provide updates on your academic performance every [Insert Timeframe] throughout the probation period. We will conduct a review at the end of this period to assess your progress.

4. Consequences of Continued Probation:

Please be aware that failure to improve your academic standing may result in further actions, which could include suspension or dismissal from the program.

Support Available:

We are committed to supporting you during this period. Please reach out to your academic advisor if you have questions or need additional resources.

Your Commitment:

Thank you for your attention to this matter. We believe in your potential to successfully meet these challenges. Please sign below to acknowledge your understanding of the terms outlined in this plan.

Signature: [Insert Student Name]

Date: [Insert Date]

Best Regards,
[Your Name]
[Your Title]
[Institution Name]