

# Academic Policy Clarification

Date: [Insert Date]

Dear [Student's Name],

We hope this message finds you well. We are reaching out to provide clarification regarding the academic policies that may affect your studies at [Institution's Name].

As you pursue your academic goals, it's essential to understand the following key policies:

- **Attendance Policy:** Regular attendance is crucial for your success. Please ensure you review the attendance expectations laid out in the student handbook.
- **Grading Policy:** Grades are determined based on your performance in assessments. Familiarize yourself with the grading scale and criteria for each course.
- **Academic Integrity:** Upholding academic integrity is vital. All forms of cheating and plagiarism are taken seriously and can lead to disciplinary actions.

If you have any questions or require further clarification, please do not hesitate to reach out to your academic advisor or the office of academic affairs.

Thank you for your attention to these important matters. We wish you success in your academic endeavors.

Sincerely,

[Your Name]

[Your Position]

[Institution's Name]

[Contact Information]