

# Dear [Student's Name],

Welcome to [University/College Name]! We are excited to have you join our academic community.

This letter serves as an important guidance regarding the academic policies that all new enrollments should be aware of:

## 1. Class Attendance:

Students are expected to attend all scheduled classes. Attendance is crucial for academic success, and excessive absences may result in penalties.

## 2. Grading System:

Our grading system follows a standard scale from A (excellent) to F (failing). Please refer to the student handbook for detailed explanations of grade criteria.

## 3. Academic Integrity:

We uphold high standards of academic integrity. Any form of plagiarism or cheating will result in disciplinary action.

## 4. Academic Advising:

Each student is assigned an academic advisor to assist in planning courses and addressing any academic concerns. Feel free to reach out to your advisor for guidance.

For further details on these policies, please consult the student handbook or visit our website at [University Website].

If you have any questions, do not hesitate to contact the Registrar's Office at [Registrar's Email] or [Registrar's Phone Number].

We wish you a successful academic journey!

**Sincerely,**

[Your Name]

[Your Title]

[University/College Name]

[Contact Information]