

Academic Probation Notification

Date: [Insert Date]

To: [Student's Name]

Student ID: [Insert Student ID]

Program: [Insert Program Name]

Dear [Student's Name],

We hope this message finds you well. We are writing to inform you that you have been placed on academic probation due to your current GPA falling below the minimum requirement of [Insert Minimum GPA]. This decision was based on your academic performance during the [Insert Semester/Year].

While on academic probation, you are required to meet with an academic advisor to develop a plan for improving your academic standing. Please schedule an appointment within the next two weeks to discuss your options.

We understand that this may be a challenging time for you, and we encourage you to take advantage of the academic resources available, including tutoring services and workshops.

Failure to improve your academic standing by the end of the [Insert Semester/Year] may result in further academic action, including dismissal from your program.

If you have any questions or concerns, please do not hesitate to reach out to our office.

We wish you the best as you work towards achieving your academic goals.

Sincerely,

[Your Name]

[Your Title]

[University/College Name]

[Contact Information]