

Academic Suspension Notification

Date: [Date]

Dear [Student's Name],

We regret to inform you that as of [Effective Date], you are being placed on academic suspension due to failure to meet the required academic standards of the [Program Name]. Unfortunately, your recent academic performance has not met the minimum GPA of [Required GPA], which is necessary for continuation in the program.

This decision was made after careful consideration and review of your academic records. You have not achieved satisfactory progress towards your degree, and we encourage you to utilize this time to reflect on your academic goals and develop a plan for improvement.

You have the right to appeal this decision. If you wish to do so, please submit your appeal in writing to [Appeal Office/Contact Person] by [Appeal Deadline].

If you have any questions, please do not hesitate to contact the academic advising office at [Contact Information]. We are here to support you during this challenging time.

Sincerely,

[Your Name]
[Your Title]
[Department Name]
[Institution Name]