

Notice of Academic Suspension

Date: [Insert Date]

Dear [Student's Name],

We regret to inform you that due to your academic performance, you have been placed on academic suspension from [University/College Name]. This decision is effective as of [Effective Date].

To be considered for reinstatement, please follow the procedures outlined below:

Reinstatement Procedures

1. Review the Academic Suspension Policy available on the university website.
2. Schedule a meeting with your academic advisor to discuss your academic standing and plan for improvement.
3. Complete and submit the Reinstatement Application Form by [Submission Deadline].
4. Prepare a personal statement addressing the factors that contributed to your academic challenges and your plan for future success.
5. If applicable, provide documentation for any mitigating circumstances (e.g., medical issues) that affected your academic performance.
6. Attend the Reinstatement Hearing, where you will present your case to the committee on [Hearing Date].

Please be aware that failure to adhere to these procedures may result in denial of reinstatement. We encourage you to take this opportunity to reflect and develop a strategy for your academic future.

If you have any questions regarding the reinstatement process, please do not hesitate to contact the Office of Academic Affairs at [Office Phone Number] or [Office Email Address].

Sincerely,

[Your Name]

[Your Title]

[University/College Name]