

Academic Probation Improvement Plan

Date: [Insert Date]

To: [Student's Name]

Student ID: [Insert Student ID]

Dear [Student's Name],

As a result of your academic performance during the [insert semester/year], you have been placed on academic probation. This letter outlines your improvement plan, which is crucial for your success and continued enrollment at [Insert Institution Name].

Goals:

- Achieve a minimum GPA of [Insert GPA] by the end of the next semester.
- Complete at least [Insert Number] credit hours with passing grades.
- Engage in [Insert Number] hours of tutoring or academic support services per week.

Action Steps:

1. Meet with your academic advisor by [Insert Date].
2. Attend all classes and complete all assignments on time.
3. Participate actively in study groups or tutoring sessions.
4. Utilize campus resources, including [insert specific resources].

Progress Monitoring:

You will have regular check-ins with your academic advisor to monitor your progress. The following dates have been scheduled for these meetings:

- Check-in 1: [Insert Date]
- Check-in 2: [Insert Date]
- Check-in 3: [Insert Date]

We believe that with commitment and effort, you can successfully improve your academic standing. Please acknowledge the receipt of this plan by signing below.

Sincerely,

[Your Name]

[Your Title]

[Insert Institution Name]

Student Acknowledgment:

Signature: _____ Date: _____