

# Academic Probation Notification

Date: [Insert Date]

Student Name: [Insert Student Name]

Student ID: [Insert Student ID]

Program: [Insert Program]

Dear [Insert Student Name],

We regret to inform you that you have been placed on academic probation for the [Insert Semester/Year] due to not meeting the required academic standards. Your current Grade Point Average (GPA) is below the minimum threshold established by the university, which is [Insert GPA Requirement].

As a first-year student, we understand that this may be challenging. It is important to take this opportunity to reflect on your academic strategies and seek support. We encourage you to meet with your academic advisor to discuss a plan for improvement and the resources available to help you succeed.

Please note that remaining on academic probation may affect your enrollment status and financial aid eligibility. It is crucial to take this matter seriously and actively work towards raising your GPA by the end of the next semester.

If you have any questions or need further assistance, do not hesitate to reach out to the Office of Academic Advising at [Insert Contact Information].

Sincerely,

[Insert Name]

[Insert Title]

[Insert Department]

[Insert University Name]