Probation and Dismissal
Sample Letters

Sample letters to communicate remedial action needed, place students on probation or recommend students for dismissal.

Sample A: Unsuccessful Deficiency Dismissal Letter – to student from Academic Unit 2

Sample B: Academic Probation Letter – to student from Academic Unit 3

Sample C: Good Standing Letter (Student met academic probation requirements)
to student from Academic Unit 4

Sample D: Recommendation for Dismissal Letter
(Student did not meet probation requirements)
to student from Academic Unit 5

Sample E: Non-Probationary Dismissal Letter – to student from Academic Unit 6

Sample F: Notice of failure to appeal at the Academic Unit level by deadline
to student from Academic Unit 7

Sample G: Notice of successful appeal at the Academic Unit level
to student from Academic Unit 8

Sample H: Notice of unsuccessful appeal at the Academic Unit level
to student from Academic Unit 9

Sample I: Overall summary of student’s situation
to College/School-level designee from Academic Unit 10

Sample J: Notice of failure to appeal at the College/School level by deadline
to student from College/School-level designee 11

Sample K: Confirmation of receipt of appeal – to student from College/School-level designee 12

Sample L: Notice of successful appeal at the College/School level
(College/School does not concur with Academic Unit’s decision)
to student from College/School-level designee 13

Sample M: Notice of unsuccessful appeal at the College/School level
to student from College/School-level designee 14

Sample N: College/School Recommendation for Dismissal
to Graduate College (Tamara Underiner, Associate Dean for Academic Affairs)
from College/School-level designee 15

Sample O: Graduate College Notice of Dismissal from Program
to student from Graduate College 16

Sample P: International Student Acknowledgement Letter

 to student from Academic Unit/Advisor …………………………………………………. 17

**SAMPLE A
Unsuccessful Deficiency Dismissal Letter
to student from Academic Unit**

Student’s Name: XXXXXXXXXX

Affiliate ID#: XXXXXXXXXX

Full degree program name

Dear [name of student],

Your admission letter dated [XX-XX-XX] specified the following deficiency requirements that were to be completed by [state time indicated in admission letter]: [indicate specific requirements]. After careful review of your academic performance, we have determined that you have not met the conditions of your admission in the given timeframe.

We will notify Graduate College that you did not satisfy the conditions of admission and we are recommending that you be dismissed from the [name of degree] program, within the [name of Academic Unit].

If the recommendation is approved by Graduate College, you will be dismissed from your degree program. Please note that dismissal from a graduate degree program may affect the visa status of international students. You may wish to contact the International Student and Scholars Office for immigration advisement at isso@asu.edu or call 480-965-7451. The ISSO's website is <http://global.asu.edu/current>.

Sincerely,

[Name and title]

cc: [Student Academic Affairs or Dean’s Office contact]

**SAMPLE B
Academic Probation Letter
to student from Academic Unit**

*[Note: Letter will vary depending on Academic Unit’s Satisfactory Progress Policy.]*

Student’s Name: XXXXXXXXXX

Affiliate ID#: XXXXXXXXXX

Full degree program name

Dear [name of student],

After careful review of your academic performance, the [Academic Unit] must regrettably place you on Academic Probation for failing to meet the Satisfactory Progress Policy requirements outlined below. **No notation will appear on your official university transcript**. You can review the [name of College/School] Satisfactory Progress Policy at [website]. The [name of Academic Unit/Degree Program] Satisfactory Progress Policy is located at [website].

## Departmental Academic Probation

 1. Failure to maintain a 3.0 or higher grade point average (GPA) in all work taken for graduate credit (courses numbered 500 or higher). You must obtain a 3.0 or better within [indicate specific timeframe] on the next nine hours of graduate-level coursework completed. Coursework such as research and dissertation hours that are for Z or Y grades, and courses taken for audit, cannot be included in these nine hours. *[When referring to GPA, be specific as to which type of GPA, as there are different classifications, such as cumulative, graduate, semester, iPOS, etc.]*

 2. Failure to maintain a 3.0 or higher grade point average (GPA) in the coursework on approved plan of study. You must obtain a 3.0 or better within [indicate specific timeframe] on the next nine hours of graduate-level coursework completed. Coursework such as research and dissertation hours that are for Z or Y grades, and courses taken for audit, cannot be included in these nine hours.

\_\_\_\_3. Failure to maintain a 3.0 or higher grade point average (GPA) in all coursework taken at ASU (cumulative GPA) post-baccalaureate. You must obtain a 3.0 or better within [indicate specific timeframe] on the next nine hours of graduate-level coursework completed. Coursework such as research and dissertation hours that are for Z or Y grades, and courses taken for audit, cannot be included in these nine hours.

\_\_\_\_ 4. Other: [List or attach department-specific policies and remedies to obtain good standing. Include a reasonable timeline to address these.]

Failure to meet the criteria defined above may result in a recommendation to the Graduate College for dismissal from your graduate program.

Sincerely,

[Name and title]

cc: [Student Academic Affairs or Dean’s Office contact]

**SAMPLE C
Good Standing Letter (Student met academic probation requirements)
to student from Academic Unit**

Student’s Name: XXXXXXXXXX

Affiliate ID#: XXXXXXXXXX

Full degree program name

Dear [name of student],

We have reviewed your coursework from the [indicate semester and year, e.g. spring 2011] semester and are pleased to learn that your recent performance has met the Satisfactory Progress Standards that were indicated in the letter dated [##/##/####] from [name of unit].

This letter is to notify you that based on your recent success in meeting these standards, your academic status has changed from Academic Probation to Good Standing. We encourage you to keep in touch with your academic advisor [name and contact information] to maintain good standing throughout your degree program.

Congratulations on your improvement. Remember, you must remain in good standing to continue in the program. We wish you continued success in your program.

Sincerely,

[Name and title]

cc: [Student Academic Affairs or Dean’s Office contact]

**SAMPLE D
Recommendation for Dismissal Letter (Student did not meet probation requirements)
to student from Academic Unit**

Student’s Name: XXXXXXXXXX

Affiliate ID#: XXXXXXXXXX

Full degree program name

Dear [name of student],

As you are aware, on [date] you were placed on academic probation and were given specific instructions on what needed to be completed in order to be removed from academic probation status. [State what was expected and what student actually accomplished.]

After careful review of your academic performance, the [name of Academic Unit] must regrettably inform [the Student Academic Affairs Office or Dean’s Office of the College/School] that you have not made satisfactory progress in your program and recommend that they review your case for dismissal. If the [Student Academic Affairs Office or Dean’s Office] concurs with the [name of Academic Unit] decision, you will be recommended to the Graduate College for dismissal from the [degree program and concentration, if applicable].

If you wish to appeal the decision of the [name of Academic Unit], you may do so in writing to the attention of [Program contact name] by 5:00 p.m. within 10 business days of the date of this letter [or list the deadline]. A [committee/department chair/associate dean] will review your appeal. You will be notified of their recommendation and the final decision. Your appeal letter should include:

* Your full name, ASU affiliate ID#, e-mail address, and telephone number.
* The name of the degree program from which your Academic Unit has recommended you be dismissed.
* An outline of why the Academic Unit should consider your request to be allowed to remain in this degree program.
* A description of any extraordinary situations or unusual difficulties you encountered during your probationary status.
* Your strategies for future success if allowed to continue in this degree program.

If you do not plan to appeal this decision, please let us know in writing before the above deadline. If we do not hear from you by the deadline, we will automatically assume that you concur with this decision and the [Student Academic Affairs Office or Dean’s Office] of the [name of College/School] will be notified that you are being recommended for dismissal from the [name of degree] degree program.

Sincerely,

[Name and title]

cc: [Student Academic Affairs or Dean’s Office contact]

**SAMPLE E
Non-Probationary Dismissal Letter
to student from Academic Unit**

Student’s Name: XXXXXXXXXX

Affiliate ID#: XXXXXXXXXX

Full degree program name

Dear [name of student],

According to the [name of Academic Unit Satisfactory Progress/Academic Integrity Policy Guidelines, students must [state expected behavior, e.g. pass a qualifying exam before the end of their third year, maintain the highest standards of academic integrity, etc.]. Based on your [state behavior, e.g. performance on qualifying exam, unprofessional behavior, plagiarism on assignment XYZ etc.] the [name of Academic Unit] must regrettably inform [the Student Academic Affairs Office or Dean’s Office of the School/College] that you have [not made satisfactory progress/violated academic integrity] in your program and recommend that they review your case for dismissal. If the [Student Academic Affairs Office or Dean’s Office] concurs with the [name of Academic Unit] decision, you will be recommended to the Graduate College for dismissal from the [name of degree program and concentration, if applicable]. You can review the [name of College/School Satisfactory Progress/Academic Integrity Policy] at [website or handbook]. The [name of Academic Unit/Degree Program Satisfactory Progress/Academic Integrity Policy] is located at [website or handbook].

If you plan to appeal the decision of [name of Academic Unit], you may do so in writing to the attention of [Program contact name] by 5:00 p.m., within 10 business days of the date of this letter [or list the deadline]. Appeals will be considered by a [committee/department chair/associate dean] and you will be notified of their recommendation and the final decision. Your appeal letter should include:

* Your full name, ASU affiliate ID#, e-mail address, and telephone number.
* The name of the degree program from which your Academic Unit has recommended you be dismissed.
* An outline of why the Academic Unit should consider your request to be allowed to remain in this degree program.
* A description of any extraordinary situations or unusual difficulties you encountered that should be considered in this appeal.
* Your strategies for future success if allowed to continue in this degree program.

If you do not plan to appeal this decision, please let us know in writing before the above deadline. If we do not hear from you by the deadline, we will assume that you concur with this decision and the [Student Academic Affairs Office or Dean’s Office] of the [name of College/School] will be notified that you are being recommended for dismissal from the [name of degree] degree program.

Sincerely,

[Name and title]

cc: [Student Academic Affairs or Dean’s Office contact]

**SAMPLE F
Notice of failure to appeal at the Academic Unit level by deadline
to student from Academic Unit**

Student’s Name: XXXXXXXXXX

Affiliate ID#: XXXXXXXXXX

Full degree program name

Dear [name of student],

The [name of Program committee or specified contact person] did not receive your appeal of the recommendation for dismissal from the [degree name] program in the [Academic Unit name]. Thus, as indicated in the letter dated [XX-XX-XX], we are recommending to the Graduate College that you be dismissed from the [degree name] program.

Please note that dismissal from a graduate degree program may affect the visa status of international students. You may wish to contact the International Student and Scholars Office (ISSO) for immigration advisement at isso@asu.edu or call 480-965-7451. The ISSO's website is <http://global.asu.edu/current>.

We regret this has come to pass and wish you the best in your future endeavors.

Sincerely,

[Name and title]

cc: [Student Academic Affairs or Dean’s Office contact]

Tamara Underiner, Associate Dean for Academic Affairs, Graduate College

**SAMPLE G**

**Notice of successful appeal at the Academic Unit** **level**

**to student from Academic Unit**

Student’s Name: XXXXXXXXXX

Affiliate ID#: XXXXXXXXXX

Full degree program name

Dear [name of student],

The [Program Appeals committee or designated contact] has reviewed your request dated [##/##/###] and has decided to grant you an appeal based on:

[Include:

* Reason for granting the appeal.
* Any stipulations or restrictions.
* What the student must accomplish to remain in good standing.
* A reasonable timeframe to satisfy stated stipulations or restrictions.
* Encourage the student to maintain contact with their academic advisor to assist them in maintaining satisfactory academic progress throughout their degree program (provide contact information for advisor).]

Failure to satisfy the criteria defined above may result in a recommendation to the Graduate College for your dismissal from the [name of degree] degree program. We wish you success in your program.

Sincerely,

[Name and title]

cc: [Student Academic Affairs or Dean’s Office contact]

**SAMPLE H**

**Notice of unsuccessful appeal at the Academic Unit level**

**to student from Academic Unit**

Student’s Name: XXXXXXXXXX

Affiliate ID#: XXXXXXXXXX

Full degree program name

Dear [name of student],

The [name of program appeals committee or designated contact] has reviewed your appeal of the recommendation for dismissal from the [name of degree and concentration] program in the [name of Academic Unit]. Your appeal has been denied based on [indicate reasons]. We are informing the [Student Academic Affairs Office or Dean’s Office] of the [name of College/School] that you have not made satisfactory academic progress in your degree program and are recommending that they review your case for dismissal from the [name of degree] degree program. If the [Student Academic Affairs Office or Dean’s Office] concurs with the decision of [program appeals committee or designated contact], you will be recommended to the Graduate College for dismissal from the [name of degree program concentration, if applicable] program.

You may appeal this recommendation to the [Student Academic Affairs Office or Dean’s Office] of the [name of College/School]. If you choose to do so, your appeal must be submitted in writing to the attention of [name of contact and title], by 5:00 p.m. within 10 business days of the date of this letter [or specify deadline]. Your appeal letter should include:

* Your full name, ASU affiliate ID#, e-mail address, and telephone number.
* The name of the degree program from which your Academic Unit has recommended you be dismissed.
* An outline of why the [name College/School] should consider your request to be allowed to remain in this degree program.
* A description of any extraordinary situations or unusual difficulties you encountered during your degree program.
* Your strategies for future success if allowed to continue in this degree program.

Sincerely,

[Name and title]

cc: [Student Academic Affairs or Dean’s Office contact]

**SAMPLE I**

**Overall summary of student’s situation**

**to College/School**-**level designee from Academic Unit**

Student’s Name: XXXXXXXXXX

Affiliate ID#: XXXXXXXXXX

Full degree program name

Dear [name of College/School-level designee],

The following are the behaviors and actions related to the dismissal recommendation for [Student name] based on [state reasons for dismissal recommendation]. The [name of Academic Unit] and/or [name of College/School] satisfactory progress policies and procedures were followed.

Semester:

Cumulative GPA (postbacc):

Semester Credit hrs:

Probation letter sent (if applicable): [date]

The following documentation is enclosed:

* Copy of probation or warning letter sent [if applicable]: [date]
* Copy of Academic unit recommendation for dismissal letter to student: [date]
* Copy of Academic Unit appeal received from student [if applicable]: [date]
* Copy of Appeal Decision of Academic Unit Graduate Committee [if applicable]: [date]
* Current status of any incompletes on the student’s transcript (especially if a 3.0 is achievable on these incompletes and GPA is the reason for dismissal).
* The status of any medical/compassionate/voluntary withdrawal requests. If the requests were denied, indicate the reason.
* If the student is registered with Disability Resources, provide any information that is relevant to the dismissal.
* Any relevant correspondence that is referenced in letters/emails to or from the student.
* Any other relevant correspondence or documentation that may be a determining factor in the student’s dismissal case.

Sincerely,

[Name and title]

**Sample J**

**Notice of failure to appeal at the College/School level by deadline**

**to student from College/School**-**level designee**

Student’s Name: XXXXXXXXXX

Affiliate ID#: XXXXXXXXXX

Full degree program name

Dear [student name],

The [Student Academic Affairs Office or Dean’s Office] in the [name of College/School] did not receive your appeal of the recommendation for dismissal from the [name of Degree and Concentration name] in the [name of Academic Unit] by [deadline date] as stipulated in the letter dated [##/##/####]. Thus, as indicated in that letter, we are recommending to the Graduate College that you be dismissed from the [degree name] program.

Please note that dismissal from a graduate degree program may affect the visa status of international students. You may wish to contact the International Student and Scholars Office (ISSO) for immigration advisement at isso@asu.edu or at 480-965-7451. The ISSO's website is <http://global.asu.edu/current>.

Sincerely,

[Name and title]

cc: [Academic Unit recommending dismissal]

Tamara Underiner, Associate Dean for Academic Affairs, Graduate College

**SAMPLE K**

**Confirmation of receipt of appeal**

**to student from College/School-level designee**

Student’s Name: XXXXXXXXXX

Affiliate ID#: XXXXXXXXXX

Full degree program name

Dear [student name],

This letter serves as confirmation that we have received your request for an appeal of the [name of Academic Unit] recommendation for dismissal from your graduate degree program in the [name of College/School]. The [Standards Committee or applicable group/person], which consists of faculty from within the [name of College/School], will review your request and render a decision. You will be notified once a decision has been made.

Please be aware that if your appeal is denied and if the recommendation for dismissal is approved by the Graduate College, you will be dismissed from your degree program. Please note that dismissal from a graduate degree program may affect the visa status of international students. You may wish to contact the International Student and Scholars Office (ISSO) for immigration advisement at isso@asu.edu or at 480-965-7451. The ISSO's website is <http://global.asu.edu/current>.

Sincerely,

[Name and title]

cc: [Academic Unit recommending dismissal]

**SAMPLE L**

**Notice of successful appeal at the College/School level
(College/School does not concur with Academic Unit’s decision)**

 **to student from College/School-level designee**

Student’s Name: XXXXXXXXXX

Affiliate ID#: XXXXXXXXXX

Full degree program name

Dear [name of student],

The [Student Academic Affairs Office or Dean’s Office] of the [name of College/School] has approved you an appeal based on [provide an explanation of approval, including:

* Reason why appeal was approved.
* Instructions for continued success (e.g. cumulative GPA or passing of comprehensive exams). Indicate what the student must do to remain in good standing in the program and designate a specific timeframe to satisfy stated stipulations.
* Note that if the student again fails to remain in good academic standing, an appeal may not be granted a second time.
* A contact in the Academic Unit who the student can work with to ensure continued success. *(Be sure to cc this contact in the letter. The Dean’s Office may want to let this person know in advance of sending the letter that the student will be in contact with them so there is no confusion.)*]

We wish you success in your program.

Sincerely,

[Name and title]

cc: [Academic Unit recommending dismissal]

[Student’s academic advisor or other contact person indicated above]

**SAMPLE M
Notice of unsuccessful appeal at College/School level
to student from College/School-level designee**

Student’s Name: XXXXXXXXXX

Affiliate ID#: XXXXXXXXXX

Full degree program name

Dear [name of student],

The [name of College/School] Standards Committee [or insert applicable group or person] has reviewed your appeal of the recommendation for dismissal from the [name of degree and concentration, if applicable] in the [name of Academic Unit]. Your appeal has been denied based on [indicate reasons]. We are recommending to the Graduate College that you be dismissed from [name of degree and concentration, if applicable].

Please note that dismissal from a graduate degree program may affect the visa status of international students. You may wish to contact the International Student and Scholars Office for immigration advisement at isso@asu.edu or call 480-965-7451. The ISSO's website is <http://global.asu.edu/current>.

We regret this has come to pass and wish you the best in your future endeavors.

Sincerely,

[Name and title]

cc: [Academic Unit recommending dismissal]

 [Student’s academic advisor]

Tamara Underiner, Associate Dean for Academic Affairs, Graduate College

**SAMPLE N
College/School Recommendation for Dismissal
to Graduate College (Tamara Underiner, Associate Dean for Academic Affairs)
from College/School-level designee**

*[Note: This letter and attachments may be sent to the Graduate College by email or in hard copy.]*

Re: Student’s Name: XXXXXXXXXX

Affiliate ID#: XXXXXXXXXX

Full degree program name

Dear Tamara,

The [name of College/School] is recommending the dismissal of [student name] from the [name of degree and concentration, if applicable] for failure to meet the Satisfactory Progress Policy based on [indicate reasons for dismissal recommendation]. The [name of College/School] requests the student be dismissed effective [immediately or end of semester – choose one]. The pertinent documentation leading up to this request is attached for your review.

* Copy of probation or warning letter sent (if applicable): [date]
* Copy of International Student Acknowledgment Letter (if applicable): [date]
* Copy of Academic Unit recommendation for dismissal letter to student: [date]
* Copy of Academic Unit appeal received from student: [date]
* Copy of Appeal Decision of Academic Unit Graduate Committee: [date]
* Copy of Academic Unit dismissal recommendation to College/School: [date]
* Copy of College appeal received from student (if applicable): [date]
* Copy of Appeal Decision of College‘s Committee (if applicable): [date]
* Copy of Academic Unit and/or College/School satisfactory progress policy
* Current status of any incompletes on the student’s transcript (especially if a 3.0 is achievable on these incompletes and GPA is the reason for dismissal).
* Status of any medical/compassionate/voluntary withdrawal requests and rationale if requests were denied.
* If the student is registered with Disability Resources, include any information that is relevant to the dismissal.
* Any correspondence referenced in letters to or from the student relevant to the dismissal.
* Any other relevant correspondence or documentation that may be a determining factor in the student’s dismissal case.

All appeal and review procedures at the Academic Unit and College/School levels have been fully utilized. To our knowledge, there are no other unresolved appeals involving this student. The above are events and actions related to the dismissal recommendation for [student name]. The [name of Academic Unit] and/or [name of College/School] satisfactory progress policies and procedures were followed.

Sincerely,

[Name and title]

cc: [Dean and/or Associate Dean, Graduate Chair and Department/School Chair or Director]

Attachments: See above

**SAMPLE O
Graduate Collge Notice of Dismissal from program
to student from Graduate College**

*[For Graduate College use only]*

Re: Student’s Name: XXXXXXXXXX

Affiliate ID#: XXXXXXXXXX

Full degree program name

Dear <<name of student>>:

This letter is to inform you that the <<COLLEGE>> has notified the Graduate College that you have not maintained satisfactory academic progress in the << FULL DEGREE NAME>> (<<DEGREE PREFIX>>) in <<MAJOR>> degree program. The <<COLLEGE>> has recommended to the Graduate College that you be withdrawn from the program.

The Graduate College has the final authority to withdraw graduate students from their degree programs for failure to make satisfactory academic progress. We have reviewed your case and we concur with the <<COLLEGE>>’s recommendation to withdraw you from the <<DEGREE PREFIX>> in <<MAJOR>> degree program, effective immediately.

Please be aware that withdrawal from a degree program can have consequences regarding visa status for international students. Please make sure to immediately contact the International Student and Scholars Office (ISSO) at isso@asu.edu or call 480-965-7451 regarding this withdrawal. The ISSO’s website is <http://global.asu.edu/current>.

We regret that this has come to pass, and wish you the best in your future endeavors.

Sincerely,

**SAMPLE P
International Student Acknowledgment Signature Letter**

 **to student from Academic Unit/Advisor**

*[Note: This letter must be signed by the student and included in the packet to be eligible for immediate dismissal.]*

I understand that a withdrawal from a degree program can have consequences regarding my visa status and I will be sure to immediately contact the International Students and Scholars Center (ISSC) at ASU regarding this probation/possible dismissal. The ISSC’s phone number is (480) 727-4776 and their website is <https://students.asu.edu/international/issc>.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Signature Date