[date]

[Name]

[Address]

[city, state zip]

Dear [name]

University rules and policies require students remain in good academic standing. A review of your academic record for the current semester indicates that you have not met this standard. This letter is to formally notify you that you have been placed on academic probation. Your probationary status will be reviewed following your next exam period.

East Texas University takes its academic standards very seriously and expects students to apply themselves to meet or exceed reasonable minimum standards. Occasionally, circumstances beyond the student’s control cause poor academic performance. If you feel your circumstances warrant a temporary exemption, you may file an appeal with the Dean’s office. Please note that appeals must demonstrate exceptional extenuating circumstances.

Should your circumstances not meet the criteria for an exemption, the university still offers many opportunities for you to improve your academic standing. I encourage you to consult with your academic advisor immediately.

Sincerely,

Dean of Admissions

Office of the Registrar