**Academic Dismissal  
Letter Template  
Modify red sections as appropriate**

Date

Student Name

Student Address

Student BU ID

Dear Student’s Name,

As you know, on date, you were given an Academic Probation Letter. That letter described the academic improvements you were required to make in order to continue in the program. After a review of your coursework during the semester/year, I/we have determined that you have not met the requirements for satisfactory academic performance.

Consequently, you are dismissed from the program effective date.

You have the right to petition this decision by submitting the following documents to the Associate Provost of Graduate Medical Sciences within fourteen (14) dates of your receipt of this letter.

* Detailed explanation for the unsatisfactory academic performances to date.
* Detailed plan to improve your academic performance for the semester/year that has been approved and signed by advisor name.

If you have any questions, please feel free to contact me by phone at phone number or by email at email address.

Please sign this letter to acknowledge your receipt and return to your program director.

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Student Name Date  
  
  
  
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Program Director

cc: GMS Registrar