**Unsatisfactory Academic Performance / Academic Probation  
Letter Template  
Modify red sections as appropriate**

Date  
Student Name   
Address

Student BUID

Dear Student Name,

Based on Academic Policies and Procedures of (the Division of Graduate Medical Sciences or your program), your academic performance is unsatisfactory. You are being placed on Academic Probation for the (Fall/Spring, year) semester.

You academic performance to date is listed below.

Course A C

Course B C-

Etc.

During next semester (Fall/Spring, year, or other specified duration), your academic performance must improve as stated below:

State the condition  
ex: Course X get B  
 Course Y get A  
 and/or Overall GPA > 2.7

You must meet with your advisor or Program Director during the semester to review and assess your academic progress. You will be evaluated at the end of (Fall/Spring, year) semester on date. If you have not made satisfactory academic improvement as stated above, then you may be dismissed from the program.

I read and agree to above terms and conditions.

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Student Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  
Program Director Name Date

cc: GMS Registrar