Academic Probation Letter Template

**[Date]**

**[Student First and Last Name]**

**[UO ID Number]**

Dear **[Student First Name]**,

You have been placed on academic probationstarting **[specify term]**. You have earned this status due to **[specify reasons for probation, e.g., poor grades, low GPA, Incompletes, etc]**.

To return to good academic standing, you must meet the following conditions **(common examples below)**:

* You must earn grades of **[e.g., B or better]** in all future coursework.

# You must earn a term GPA of at least [e.g., 3.0] every term starting with [term].

* You must raise your cumulative GPA to at least 3.0 by the end of **[term].**
* You must meet with **[e.g., advisor, director of grad studies, associate dean, etc.]** **[weekly, bi-weekly, monthly, etc.]** to check in on your progress.
* You must complete **[program-level requirement, e.g., your qualifying exam by the end of** **term].**

Some resources that might help you to improveyour academic progress include:

# [add discipline-specific resources here]

To remove your academic probation status, you must meet with **[advisor/major professor]** to review the terms listed above. If you fail to meet these conditions, you may be dismissed from your graduate program, per the Division of Graduate Studies Satisfactory Progress Policy ([graduatestudies.uoregon.edu/academics/policies/general/satisfactory-progress](https://graduatestudies.uoregon.edu/academics/policies/general/satisfactory-progress)).

Please sign the statement of understanding on the second page of this letter or respond by email stating that you understand the conditions outlined in this letter.

Sincerely,

# [Director of Graduate Studies/Department Head] Cc: Division of Graduate Studies

**Student’s Statement of Understanding**

I have read and understand the conditions set forth in this Academic Probation Letter. I understand that if I fail to meet these terms, I may be dismissed from the **[department or program]**.

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Student (Print Name) Student Signature Date

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Advisor (Print Name) Advisor Signature Date

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Director of Graduate Studies/ DGS/Department Head Signature Date

Department Head (Print Name)