Notice of Academic Probation in the Culture and Intensive English Program

date

Dear (name),

This letter is to inform you that you have been placed on academic probation. It is expected that CIEP students attend and pass their classes each session. According to CIEP Academic Probation Policy, a student is placed on probation if they:

- Fail the same class twice
- Miss more than 22 hours of class
- Miss more than 7 hours of lab

As this is an intensive English program, it is very important for you to:

- Attend all of your classes (100% attendance is required)
- Seek help from your teachers outside of class during office hours if you do not understand the material
- Maintain a positive attitude in class and complete all homework assigned

We want you to be successful in the CIEP. We encourage you to follow the steps above to improve your academic standing. Students on academic probation may be eligible for dismissal. If you have questions or would like to discuss this letter, please contact the CIEP main office.

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<thead>
<tr>
<th></th>
<th>Class Attendance</th>
<th>Lab Attendance</th>
<th>Repeating Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Session</td>
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<tr>
<td>2nd Session</td>
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<td>3rd Session</td>
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<th>Student Action:</th>
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Red boxes = student is eligible for dismissal from the CIEP

By signing this form, I acknowledge that I have received this notice and understand its contents.

__________________________________________________________________________ ____________
Student Signature Date

For Office Use Only. Received by: __________(initials) Date____/_____/_______
Student was presented form and declined to sign. Staff initials_______ Date____/_____/_______

Scan original; make copy for student.