

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.

	Class Attendance	Lab Attendance	Repeating Performance
1 st Session			
2 nd Session			
3 rd Session			N/A
Student Action:			
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.