

A. CHAIR OR DIRECTOR – DEPARTMENT/PROGRAM DISMISSAL

[Department Logo]

[Student name]
[Student address]
[Student email]
[Student ID #]

Dear [First & Last Name – no Mr., Ms., etc.],

The [department or program] notes that you have been on probation since [specify term]. The reason for your academic probation status is [specify poor grades, low GPA, or other reasons for probation].

As part of the [department or program's] efforts to assist you in improving your performance and returning to good academic standing, you were provided with the following:

List any details that are applicable and/or add additional information not listed below

- academic improvement plan (include date/s)
- resources provided by the department or program
- faculty or advisor efforts to assist you
- referrals to tutoring, editing, workshops
- remedial courses

Despite efforts to assist you in returning to good academic standing, you [describe failure to show required improvement], thus, I regret to inform you that I am recommending your dismissal from the [program name].

If you have additional evidence regarding your situation that you believe may influence my decision, you must submit it to me by [place date that is 5 business days after date on this letter] for consideration. After that time, I will notify you and the Graduate College of my final recommendation.

If there are any questions concerning this process, you may refer to NAU's [Academic Continuation, Probation, Dismissal, and Readmission – Graduate](#) policy.

Sincerely,
Chair/Director of Unit

cc:
[Karina Collentine, Associate Dean, Graduate College]
[Advisor, if applicable]
[Graduate coordinator, if applicable]

B.1 Second letter option #1: Notification of insufficient evidence to reverse recommendation

[Department Logo]

[Student name]
[Student address]
[Student email]
[Student ID #]

Dear **[First & Last Name – no Mr., Ms., etc.]**,

I received the information you submitted in response to my **[date]** letter informing you of my intention to recommend your dismissal from the **[program name]**.

I regret to inform you that after careful review of the information you submitted, I have deemed the evidence you provided insufficient to reverse my original decision. I will be recommending to the Graduate College your dismissal from the **[program name]**.

If you wish to take further action on this decision, you may refer to NAU's [Academic Continuation, Probation, Dismissal, and Readmission – Graduate](#) policy.

Sincerely,
Chair/Director of Unit

cc:
[Karina Collentine, Associate Dean, Graduate College]
[Advisor, if applicable]
[Graduate coordinator, if applicable]

B.2 Second letter Option #2: Notification of failure to submit information

[Department Logo]

[Student name]
[Student address]
[Student email]
[Student ID #]

Dear **[First & Last Name – no Mr., Ms., etc.]**,

I have received no response from you regarding my **[date]** letter informing you of my intention to recommend your dismissal from the **[program name]**. Since you did not provide additional information during the 5 business day window, I will be recommending your dismissal to the Graduate College.

If you wish to take further action on this decision, you may refer to NAU's [Academic Continuation, Probation, Dismissal, and Readmission – Graduate](#) policy.

Sincerely,
Chair/Director of Unit

cc:
[Karina Collentine, Associate Dean, Graduate College]
[Advisor, if applicable]
[Graduate coordinator, if applicable]

B.3 Second letter Option #3: Notification of approval to continue in program with conditions

[Department Logo]

[Student name]
[Student address]
[Student email]
[Student ID #]

Dear **[First & Last Name – no Mr., Ms., etc.]**,

I received the information you submitted in response to my **[date]** letter informing you of my intention to recommend your dismissal from the **[program name]**.

Based upon the information you submitted, I have decided to allow you another opportunity to continue in the **[program name]** with the following conditions (which should be part of your Academic Improvement Plan):

- You must earn grades of “A” or “B” in all future coursework.
- You must **[Specify terms, for example, utilization of resources provided by unit, referrals to tutoring, editing, workshops, remedial courses, etc.]**

You will remain on academic probation, and, if the above conditions are not met and/or you continue to show poor academic progress, I may recommend you for dismissal from the **[program name]**.

Please let us know if there is anything additional we can do to help you be successful in your academic endeavors.

Sincerely,
Chair/Director of Unit

cc:
[Karina Collentine, Associate Dean, Graduate College]
[Advisor, if applicable]
[Graduate coordinator, if applicable]

C. CHAIR OR DIRECTOR – DEPARTMENT/PROGRAM DISMISSAL: Student did not meet conditional admission criteria

[Department Logo]

[Student name]
[Student address]
[Student email]
[Student ID #]

Dear **[First & Last Name – no Mr., Ms., etc.]**,

The **[department or program]** notes that you have failed to meet the criteria specified for your conditional admission status by **[Specify poor grades, low GPA, or other failure to meet standards]**.

I regret to inform you that I am recommending your dismissal from the **[program name]**.

If you have additional evidence regarding your situation that you believe may influence my decision, you must submit it to me by **[place date that is 5 working days after date on this letter]** for consideration. After that time, I will notify you and the Graduate College of my final recommendation.

If there are any questions concerning this process, you may refer to NAU's [Academic Continuation, Probation, Dismissal, and Readmission – Graduate](#) policy.

Sincerely,
Chair/Director of Unit

cc:
[Karina Collentine, Associate Dean, Graduate College]
[Advisor, if applicable]
[Graduate coordinator, if applicable]

D. CHAIR OR DIRECTOR – DEPARTMENT/PROGRAM DISMISSAL: Official notification to the Graduate College of department/program dismissal

[Department Logo]

Dear Associate Dean of the Graduate College,

The **[department or program]** wishes to officially recommend for dismissal **[student name; student ID]**, enrolled in the **[program name]** due to **[specify reason, e.g., low grades, failure to meet specifications of academic improvement plan, failure to meet conditional admission criteria]**.

Attached you will find all of the documentation related to this recommendation including, but not limited to, copies of letters addressed to the student, responses from the student, and evidence or other information provided by the student.

Sincerely,
Chair/Director of Unit

cc:
[Advisor, if applicable]
[Graduate coordinator, if applicable]