

SAMPLE

Dear **Student [insert name]**,

[The Student Organization], a registered student group through the office of Student Activities & Leadership Development—supports the mission of the University of Cincinnati. Co-curricular activities enhance student growth and leadership development, but they do not supersede what is chiefly the mission of higher education: learning and academic excellence. Moreover, based on our commitment to academic excellence—you failed to comply with the academic excellence policy set forth by Student Activities & Leadership Development to maintain your current standing in the organization.

Below are the outlined requirements for participation in a registered University of Cincinnati Organization.

All students who wish to participate in a registered University of Cincinnati student organization:

- Must be registered as a full/part-time student at the University of Cincinnati main Uptown or satellite (Blue Ash, Clermont) campuses.
Certain organizations, including club sports, require full-time student status. Please check with the organization constitution/by-laws to be sure you meet the criteria of the organization.
- Must attain at least a 2.3 term GPA *and* maintain a college and university cumulative GPA of at least a 2.3.

Per our conversation, in accordance with the academic excellence policy and our constitution and bylaws, you have been placed on academic probation.

Probation consists of

- No voting rights for Spring 2011
- No absences from general body meetings
- Advisor updates

{ Consistent with the
organizations constitution and
bylaws—adjust accordingly. }

If at any point during the academic term it appears that your academic requirements will not be met, or you engage in conduct not in accordance with **[The Student Organization]** membership or the student code of conduct you will be removed from the organization. While we appreciate your involvement in **[The Student Organization]**, we must not undermine the purpose of your tenure at the university.

If you have any questions about this letter, please feel free to contact me at anytime.

Thank you,

Advisor Name
Organization Affiliation