

[Department letterhead]

December 20, 2024

[Student name]

[Student address]

Dear [Student name]:

As outlined in the performance improvement plan that you and your advisor signed on [Date], to ensure your progress toward improving your academic standing as a doctoral student in [Major], you were required to do the following:

- a. Retake and successfully complete XX 540 and XX 565 in fall 2024 with grades of C or better, and achieve a 3.0 or better term GPA in fall.
- b. Find a mentor for an additional rotation by Sept. 24 (the rotation will be completed in the fall 2024 term).
- c. Meet with instructors to discuss questions and obtain regular updates on progress for non-seminar courses. Meet with each instructor in the first week of class to discuss course structure and resources, then in the 4th and 6th weeks for updates. Attend office hours to ask questions that arise in class or during studying. Schedule additional meetings with the program director as described in plan.
- d. Develop better study strategies. Use of resources listed in the plan was strongly encouraged.
- e. Find a major professor by the end of the fall 2024 term.

As indicated in the academic improvement plan, *“If expectations listed in this plan are not achieved by the end of the fall 2024 term, [Student] will be dismissed from the doctoral program in [Major].”*

You earned a grade of D in XX 540, you did not obtain the minimum 3.0 GPA requirement in fall term, and you did not secure a new major professor. Therefore, now that the fall 2024 term has ended, you are hereby dismissed from the [Major] doctoral program.

Please do not hesitate to contact me should you have questions. I wish you well in your future activities.

Sincerely,

[Graduate Program Director or School Head]

[Title]

[Academic Program/Department]

Cc: [Major professor, Graduate Program Coordinator, Graduate School]

Pro tips:

- International students frequently have a tight turnaround to plan their next steps before leaving the country. Consider making your dismissal for an international student facing a tight turnaround effective the following term. In this sample, the dismissal letter is issued after fall term, but it could include an effective date for the dismissal at the end of winter term.
- After the Graduate School receives their copy of this letter, they will place a registration hold and issue a dismissal letter from their office.