

# Conditional University Acceptance Letter Sample for Academic Probation

**Date:** [Insert Date]

**Student Name:** [Insert Student Name]

**Student ID:** [Insert Student ID]

**Address:** [Insert Address]

Dear [Student Name],

Congratulations on your acceptance to **[University Name]** for the **[Fall/Spring]** **[Year]** semester. After careful consideration of your academic record, we are pleased to offer you a conditional admission to our institution. However, please note that your acceptance is granted under **academic probation** due to your prior academic performance.

## Terms and Conditions of Academic Probation

- Probation Duration:** Your probationary period will last for your first **[one/two]** semester(s) at **[University Name]**.
- Academic Performance:** You must achieve a **minimum** semester GPA of **[Specify GPA, e.g., 2.5]** and not receive any failing grades in your courses during the probationary period.
- Course Load:** You are required to enroll in a **maximum** of **[Specify Maximum, e.g., 12]** credits per semester during the probation period.
- Mandatory Meetings:** You must meet regularly with your academic advisor for progress check-ins at least **[Specify Frequency, e.g., once per month]**.
- Support Resources:** We encourage you to make use of our Academic Success Center, tutoring services, and counseling resources, which are provided to help you meet the institution's academic standards.
- Failure to Meet Conditions:** Should you fail to meet the terms outlined above, your enrollment status will be subject to review and may result in suspension or dismissal from the university.

## Next Steps:

Please sign and return the attached Probation Acceptance Form by **[Due Date]** to confirm your understanding and agreement to these terms. Failure to do so may result in revocation of your admission offer.

If you have any questions regarding your probation, academic support services, or university policies, please contact the Admissions Office at **[Contact Information]** or your assigned academic advisor.

We believe in your potential to succeed and look forward to supporting your academic journey at **[University Name]**.

Sincerely,

[Admissions Officer Name]

Admissions Office

[University Name]

[Contact Information]