|  |  |  |
| --- | --- | --- |
| **STUDENT NAME** | **:** |  |
| **STUDENT ID** | **:** |  |
| **DEPT.** | **:** |  |
| **CURRENT CGPA** | **:** |  |
| **PROBATION STATUS** | **:** | **(1ST )/ (2ND) PROBATION** |
| **NAME OF SEMESTER** | **:** |  |

Dear Parent/Guardian:

As per the University’s probation policy which you have signed during the admission time, indicates that all undergraduate /graduate student whose CGPA falls below 2.50 at the end of a semester will fall under the Academic Probation with the following guidelines:

* Probation period will be one (1) semester and the student is expected to improve the CGPA to at least 2.50.
  + It should be noted that a CGPA of 2.50 is the CGPA requirement for convocation/graduation.
  + If a student fails to improve the CGPA to 2.50, his/her admission/registration for two (02) consecutive semesters will be cancelled and will be advised to transfer to other University.
  + Once a student is Terminated from university, he/she can not apply for Re-admission or changing the department.
* Student under probation must be registered/enrolled in a minimum of at least Four (4) Courses in Spring, Fall andSummer semester. **Withdrawing any course/s will not be allowed**.

AIUB believes that apart from our effort, guardians are the best academic motivators and we seek your attention regarding this matter. Please take an active part in the academic improvement of your son/daughter by visiting us and discussing your son/daughter’s performance.

We request you to sign and confirm that you have read and understood the above-mentioned guidelines.

Thank you for your time and cooperation. We sincerely wish all the best for your son/daughter.

Sincerely yours,

|  |  |
| --- | --- |
| **Counselor’s Name:**  **Counselor’s Phone**  **………………………………….**  **Counselor’s Signature& Date** | **Parent’sName:**  **Relationship :**  **Parent’s Phone:**  **ID Presented: (YES)/(NO)**  **………………………………**  **Parent’sSignature & Date** |
|  | **………………………………**  **Student’s Signature& Date** |

N.B: For further queries/assistance, please contact the Office of Probation, located at Registrar Building of AIUB campus.