



EMAILED RETURN RECEIPT DELIVERY REQUESTED &  
OVERNIGHT TRACEABLE MAIL

*Date*

*Mr./Ms. Student First and Last Name*

*Address*

*City, Zip Code*

Dear Ms./Mr. (*Student Name*):

I am writing to inform you of a change in your academic status in the Oregon Health & Science University School of Nursing's (*name of the program*). You are being placed on academic probation effective (*insert date*) because:

*(Examples only/insert reason(s))*

1. You have received one 2.0 grade in NURS (*insert course number/title*) during (*insert term & year*).
2. You have received one 0, NP or WU grade in NRS (*insert course number/title*), during (*insert term & year*).

We are concerned about your progress and would like to be able to assist if possible. There are some policies that apply to students on academic probation that you should know about. Academic probation status may constrain students from receiving certain types of financial aid or scholarships. We recommend that you contact the OHSU Registrar's Office or the OHSU Cashier's Office to understand the impact of this action on your financial aid and/or scholarship(s) that you may have.

Additionally, academic probation may restrain student progression. We recommend that you meet with your faculty advisor (*insert name*) to develop a plan for regaining *good standing* and understand how this action impacts your progression in your academic program.

*(Insert additional info regarding LOA if needed as follows):*

*In your case, you may not progress to (term/year/courses) because of your performance in the above mentioned course. **You need to request a leave of absence until you can re-enter at the appropriate point in the sequence for your academic program.** If you request and are awarded a leave of absence, you will remain on academic probation until you are able to regain the status of good standing. The Withdrawal/Leave of Absence request forms can be downloaded from the OHSU Registrar's Office website at [http://www.ohsu.edu/xd/education/student-services/registrar/registrar-forms/upload/Withdrawal-LOA-Form\\_Updated-013014.pdf](http://www.ohsu.edu/xd/education/student-services/registrar/registrar-forms/upload/Withdrawal-LOA-Form_Updated-013014.pdf). If you do not request a Leave of Absence (LOA) within 30 days of receipt of this letter you will be administratively withdrawn. If you are planning to voluntarily withdraw from the university, please also complete the form referenced above.*

We also want to be sure that you are aware of how future academic issues may impact your enrollment in the School of Nursing. If you receive an additional (*insert grade info; examples 2.0, 0, NP or WU*) grade you will be dismissed from the OHSU School of Nursing. Please review the Catalog/Student Handbook for the details related to dismissal standards. This resource can be located at [http://www.ohsu.edu/xd/education/schools/school-of-nursing/students/academic-affairs/catalog-handbook.cfm?WT\\_rank=1](http://www.ohsu.edu/xd/education/schools/school-of-nursing/students/academic-affairs/catalog-handbook.cfm?WT_rank=1).

Students who are placed on probation may appeal the decision in writing to the Senior

**School of Nursing**

Mail code: SN-ADM  
3455 US Veterans Hospital Rd.  
Portland, OR 97239-2941

[www.ohsu.edu/son](http://www.ohsu.edu/son)

Associate Dean for Student Affairs and Diversity, Dr. Peggy Wros. Written petitions for exception to probation standards must be received by the Associate Dean within 10 working days of receipt of this letter. Once students initiate an appeal, they may not file a Student Grievance related to the probation; however, they may appeal the decision of the Associate Dean for Student Affairs and Diversity to the Dean of the OHSU School of Nursing.

Sincerely,

Program Director/Campus Associate Dean

Cc: Program Director/Campus Associate Dean  
Registrar  
Student Advisor  
Student File  
Dean or Senior Associate Dean for Student Affairs and Diversity