

SAMPLE LETTER OF DISMISSAL

Dismissal is the ultimate disciplinary action, normally used when other methods employed to correct performance or behavioral problems have not been successful. This template can be used after graduated discipline or for immediate dismissal, depending on the severity of the offense.

Letter - Please Use UC Letterhead

Date

Student's name and address

Dear

After a careful investigation, I have concluded that you have violated [insert reference to policy or regulations violated] by [insert description of misconduct]. [If there is prior, relevant misconduct, insert: "This misconduct is made more serious by your prior actions, specifically, (insert description of prior misconduct, and any prior discipline, or warning)".]

In light of these facts, you are being dismissed from the Education Abroad Program, effective [date]. While this dismissal does not constitute dismissal from the home campus, [home campus] will be notified and may elect to impose additional sanctions.

If you have any questions or need clarification, please contact me.

You have the right to request a review of this action by filing an Appeal. A copy of the procedures for Appeal is attached.

Signature
Title