

Student Performance Evaluation Board (SPEB) Decision Letter

(Date)

From: Director, *(Name of College or School)*

To: *(Student Name and Rank)*

Subj: STUDENT PERFORMANCE EVALUATION BOARD (SPEB)—*(DATE)*

1. I have carefully reviewed the deliberations and recommendations of the SPEB that was held on *(date)*. *[if applicable:]* and the information you provided subsequent to the SPEB.
2. *(Provide the decision reached by the director.)* The President, MCU has been informed of my decision.
3. You are advised of your right to appeal my decision to *[for officer students]* the President, Marine Corps University *[for CEME students:]* the Director, College of Enlisted Military Education.
4. *[For resident students:]* Any appeal must arrive at his office no later than five working days from the date of this memorandum. *[For distance education students:]* You must notify me of your decision to appeal within five working days. If you decide to appeal, your appeal must arrive at my office within 30 calendar days.

(Signature)

(Initials and Last Name)

Copy to:
Provost
Registrar
(as appropriate)