

***Student Performance Evaluation Board (SPEB) Probation  
Failure Decision Letter***

*(Date)*

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

To: *(Student Name and Rank)*

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

1. On *(date)*, I placed you on academic probation for the remainder of the academic year. The conditions of your probation were that you *(state conditions)*. I assess that you have failed to meet these conditions.
2. *(Provide the decision reached by the director.* The President, Marine Corps University (MCU) has been informed of my decision.
3. You are advised of your right to appeal my decision to *[for officer students]* the President, MCU *[for College of Enlisted Military Education (EME) students:]* the Director, CEME..
4. *[For resident students:]* Any appeal must arrive at the appropriate 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.
5. If you appeal, this package will be forwarded to the President, MCU for their decision.

*(Signature)*

*(Initials and Last Name)*

Copy to:  
Provost  
Registrar  
(as appropriate)