

Appendix P

Sample Student Performance Evaluation Board (SPEB) Notification Letter

(Date)

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

To: *(Student's Name)*

Subj: STUDENT PERFORMANCE EVALUATION BOARD (SPEB) - *(Date)*

1. You are hereby directed to appear before a SPEB on *(provide time, date, and location of the board)*.
2. The purpose of the SPEB is to investigate *(provide reasons why the board is being convened)*.
3. Board members will be: *(list board members and duty, if applicable; refer to appointment letter)*.
4. You will be allowed the opportunity to address the board, present written matters for consideration, or both. You may seek the advice of legal counsel, at your own expense, but as an administrative board, legal counsel may not represent you at the proceedings.
5. You should review the Marine Corps University staff regulation related to Student Performance Evaluation Boards prior to the convening of the SPEB.

(Signature)

(Initials and Last Name)

Copy to: VPAA

Registrar

(as appropriate)