

Appendix S
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)*.
2. *(Provide the decision reached by the director.)*
3. You are advised of your right to appeal my decision to the President, Marine Corps University. Any appeal must arrive at his office no later than five working days from the date of this memorandum.

(Signature)

(Initials and Last Name)

Copy to: VPAA

Registrar

(as appropriate)