

*The following two letters are different examples for probationary acceptances...*

30 October 2008

Dear \_\_\_\_\_,

Congratulations on your offer of admission to our XXX program during the XXX semester. While we do not anticipate any problems during the upcoming semester, we want to be sure that you are fully aware of our policies and the ramifications for breaching them.

As a result of the disciplinary action on your record at the XXschoolXX, I would like to direct you to our Student Handbook available on our web site at:

[http://www.sit.edu/SSA\\_Other\\_documents/student\\_handbook.pdf](http://www.sit.edu/SSA_Other_documents/student_handbook.pdf)

On page 7 of the Student Handbook, you will find the section on **Student Rights and Responsibilities**. I would like to refer you specifically to SIT Study Abroad's *Expectations of Student Conduct*, which includes a list of prohibited activities. Partaking in prohibited activities will lead to disciplinary probation, and/or dismissal from the program, and you may also face legal liability and referral to law enforcement authorities for egregious violations.

We are aware that you will be entering the XXX program with a disciplinary violation on your record at your home university. Allowing you to participate in an SIT Study Abroad program represents a deviation from our standard policy, and we trust that your actions while abroad will reflect well on all parties involved.

Please let me know if you have any questions and best wishes for a rewarding semester.

Sincerely,

Megan Wood  
University Relations Manager  
SIT Study Abroad

CC: Cindy Kraft, University of Colorado at Boulder

Student name

October 19, 2008

Dear XXX,

Congratulations on your acceptance to the XXX program during the spring 2009 semester. While we do not anticipate any problems during the upcoming semester, we want to be sure that you are fully aware of our policies and ramifications for breaching them.

As a result of your disciplinary/legal record, your acceptance into the XXX program is probationary for the entire duration of the spring 2009 XXX program term. If you are involved in an incident while abroad as a consequence of your own actions, you will be immediately dismissed from the program with no refund and no academic credit for the work you may have completed.

For additional information about the behavior that is expected of you, please refer to the Personal Conduct agreement that you signed (*list where or when the signed it or where they can read it*). Please also refer to the XXX program regulations, which you can *list location*. In addition to dismissal from the program, you may also face legal liability and referral to law enforcement authorities for egregious violations. Any disciplinary or legal incidents will also be reported to the XXX office at XXX home university, and they may issue additional sanctions.

Please sign this letter on the second page, to verify that you understand and agree to these terms.

We are aware that you will be entering the XXX program with a disciplinary violation on your record at your home university. Allowing you to participate on the program represents a deviation from our standard policy, and we trust that your actions while abroad will reflect well on all parties involved.

Please let me know if you have any questions and best wishes for a rewarding semester.

Sincerely,

Home university staff

Provider or host university staff

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Student Signature

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Date

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Student Name, printed