



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION

RAPHAEL O. WHEATLEY SKILL CENTER
Post-Secondary Career & Technical Education Institute



Dr. Mario Francis, Principal
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APPENDIX D **ACADEMIC/PERFORMANCE PROBATION**

Dear _____,

The purpose of this correspondence is to advise you have been placed on "Academic/Performance Probation" based on performance in the _____ course during the current or prior semester in the following areas:

- **Academic:** _____ Failing grades (below 2.0), _____ Cheating, _____ Plagiarism
- **Attendance:** _____ Frequent absences, _____ Unexcused absences, _____ Consistent lateness
- **Behavior:** _____ Fighting, _____ Obscene language, _____ Rude and Disrespectful
- **Other:** _____

The period of academic/performance probation is for one marking period. It begins on _____ and ends _____. During this time, you must show improvement in the above areas. *Failure to do so, will result in immediate dismissal.*

Note that tuition, registration, textbook and any other costs are non-refundable. Depending on the severity of the performance, you may or may not be eligible to return to the ROWSC the following semester. You will have 15 days, after dismissal to request an appeal.

Certification/Agreement

I, _____ have read this letter, met and discussed with the

(Student print name legibly)

Principal and Instructor, the circumstances that have led to me being placed on Academic/Performance Probation. I fully understand and accept what I need to do in order to move into satisfactory academic/performance standing.

Student's signature: _____ Date: _____

Principal's signature: _____ Date: _____

Instructor's signature: _____ Date: _____

Course taught: _____ School Year: _____ Semester: _____