

**[Instructor's Name]**

[Title]

[Department]

Boise State University

[Email Address]

[Phone Number]

[Date]

**[Student's Name]**

[Student ID Number]

[Student's Email Address]

**Subject: Permanent Dismissal from [Course Name and Section] – Boise State Policy 3240**

**Dear [Student's Name],**

This letter is to formally notify you that you are being **permanently dismissed** from [Course Name, Course Number, Section], in accordance with **Boise State Policy 3240: Maintaining Effective Learning Environments**.

- **Specific Reasons for Permanent Dismissal:**

As required by the policy, the following **Statement of Fact (SOF)** outlines the basis for this decision was provided to the Office of the Dean of Students and the Dean of the College of [Insert College Name]. This decision will be automatically reviewed by the Office of the Dean of Students within three (3) business days from the day this letter is sent. During the pendency of the review, you are not permitted to attend or participate in any component of this course, including in-person meetings, online activities, group projects, or examinations. If the permanent dismissal is upheld you will be administratively withdrawn from this course, and a grade of “W” will appear on your transcript.

I would also encourage you to browse these [wellbeing resources](#) to familiarize yourself with the support and resources available to you as a student.

**Sincerely,**

[Instructor's Name]

[Title]

Boise State University