

Disciplinary Letter

Dear INSERT NAME,

Thank you for your application to East Stroudsburg University. At this time your application is on **hold** until further information is provided. On your application you checked “yes” to the following question:

- Have you ever been dismissed or suspended from an institution of higher education for disciplinary reasons? (A “yes” answer will not necessarily bar admission to the University, but it may limit the ability to enroll in or complete certain academic majors/programs and may affect approval to live in university-owned or university-affiliated housing.)

**All applicants who check “yes” on their admissions application to a disciplinary suspension and/or dismissal from another institution of higher education are required to submit the following to the Office of Admissions:**

1. A copy of the disciplinary letter/documents outlining the offense, final disposition of the hearing body, and sanction(s), and a Dean of Students Certification Form. Enclosed are the College Record Release and Dean of Students Certification Forms allowing this information to be released to East Stroudsburg University (**Please complete and sign Section A of the College Record Release Form and mail both Forms to your former/current institution(s) of higher education**); AND
2. A letter explaining the incident and why you, the applicant, would like to attend ESU, explaining the conduct, and how it will not affect your success at East Stroudsburg University nor the health and safety of ESU community (if applicable to the offense).

If you have answered “YES” to this question in error on the admissions application, please sign, date and return this form to the address provided below:

- I have not been dismissed or suspended from an institution of higher education for disciplinary reasons. I answered “yes” to this question in error on the admissions application.

\_\_\_\_\_  
Applicant Signature and Date

East Stroudsburg University is committed to ensuring that all students have equal opportunity during the admissions process. The above requested information can be sent to the below address and it is recommended this information be sent within two (2) weeks of this letter:

East Stroudsburg University  
Hold Review Process  
(relevant office)  
200 Prospect Street  
East Stroudsburg, PA 18301

If you have any questions or concerns, please contact (relevant office). Again, thank you for your application and we look forward to working with you.