

Writing an Effective Appeal Letter

PURPOSE

An academic appeal letter is your opportunity to present the circumstances that led to your academic disqualification, and to demonstrate that you have the ability, commitment and a plan to succeed in your academics.

FORMAT

In your appeal letter, please include the following:

- a. the date on which letter is written
- b. address the letter to the Undergraduate Associate Dean
- c. your legal name and student ID number
- d. "Request for Appeal of Disqualification" in the subject heading

Describe the circumstances or events that affected your studies (family or life hardships, disability, health, etc.). Address what you have done/will do in the future to improve your academic performance.

DOCUMENTATION

Include any documentation to substantiate your claims.

SAMPLE LETTER

November 20, 20XX

Request for Appeal of Disqualification

Dear Undergraduate Associate Dean,

I am writing to request an appeal of the academic disqualification decision. There were several factors that contributed to my current academic standing...

In order to improve my academic performance in the future, I plan to take the following steps: ...

Thank you for taking the time to consider my request. Please contact me by e-mail or phone if you have any questions.

Sincerely,

Your name

ID# 12345678

enclosures (use to note any additional documentation)