

## SAMPLE LETTER OF EXPLANATION FOR ACADEMIC APPEALS

TO: Full Name of Program Dean, (e.g. Dean Charles Thompson)

FROM: Your Name (include your initials beside your typed name)

DATE: Date Memo Written

SUBJ: Reason for Memo (e.g. Appeal for pre-requisite over-ride)

Dean Thompson,

The first paragraph

1. State your reason for this appeal.

The second paragraph

1. Explain circumstances that had an impact on the situation.
2. Summarize why this appeal should be granted. (except for academic or attendance dismissal)
3. Attach any supporting documentation (if needed).

The third paragraph (for academic or attendance dismissal)

1. Provide an overview of how your circumstances have changed or will be different if you are reinstated and permitted to continue your coursework.
2. Explain clearly the steps you will take to ensure your success.
  - a. This is an important part of your letter as you are making an argument to be reinstated with the university.

The fourth paragraph (for academic or attendance dismissal)

1. Should be used to conclude your letter with a summary statement as to why you should be reinstated.
  - a. Be sure to include current contact information (phone, email, etc.), and your student D# so that we may identify and contact you with a decision regarding your appeal.

NOTE: Be sure to attach any supporting documents you wish to be considered (doctor's note, employer verification, student record, graded coursework, etc.)