

## Writing the Essay for Your University College Appeal

- A suggested format for your essay is as follows:

In paragraph 1, explain the reasons why you did not achieve your academic potential. Include any relevant documentation (medical records, funeral announcement, employment records, letters from your advisor or professor, etc.) that substantiates your unique circumstances. **Appeals will not be processed without supporting documentation.**

In paragraph 2, explain how circumstances have **changed** to allow you to perform at a satisfactory level. Address any changes made in the following areas:

- academic (intended major, classes, study skills, tutoring, etc.),
- campus life (residence, extra-curricular activities, etc.),
- work (hours, location, etc.),
- family (daycare, marital status, etc.)

In paragraph 3, describe your plan to attain academic success. Include your goals and how you will achieve them. Include the number of credit hours you wish to take and the grades you need to return to good standing.

- Be detailed and specific. Avoid generalities such as “I will do better.” Instead describe what specific things you will do to reach your academic goals.
- Research all areas you can use to return to good standing – Disability Services, Student Health Services, Counseling and Wellness Services, Bolinga Center, Women’s Center, Tutoring, Math Learning Center, Writing Center, Supplemental Instruction, Campus Ministry, etc.
- Type your entire essay to make it look professional. Proofread your appeal and correct any spelling and grammar mistakes.
- Submit your essay, supporting documentation and appeal form **by the deadline noted in your dismissal letter.**