

How to write your suspension appeal letter

Before you begin, brainstorm the following and use it as a framework for writing your appeal letter. The letter should be thoughtful and complete so the appeal committee can fully understand your situation.

It this is not your first appeal, make sure you address all instances of your suspension. Explain whether you have fulfilled or not fulfilled what you said you would do from the previous appeal.

What did go well? What did not go well? (Paragraph 2)

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Were there any extenuating circumstances? All unsuccessful semesters need to be addressed. Include supporting documentation if applicable. (Paragraph 3)

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What could I do differently to be successful? Think of steps, be specific and thoughtful. (Paragraph 4)

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Why is it important for me to continue my education? (Paragraph 5)

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Sample suspension appeal letter format

Dear Appeals Team, (Today's Date)

(Paragraph 1: Introduction) I am writing this letter to appeal my suspension. I understand that I am suspended because [not meeting GPA requirements, not meeting completion rate, OR not meeting both GPA and completion rate requirements].

Paragraph 2 – 5: [Body – use your brainstorm from above]

(Paragraph 6: Conclusion) Please consider my appeal to reinstate my status to attend during [semester you hope to come back].

Sincerely,

Your name and student Id