

Academic appeal letter



**ASSIGN
BUSTER**

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831 7409 fervent_2@yahoo. com January 10, Sue Coffee Director, Nursing
Program

Faculty of Health Science

University of Ontario Institute of Technology

2000 Simcoe St N

Oshawa, ON

L1H 7K4,

RE: Appeal against program standing

Dear Director Coffey,

In reference to you email dated -----, which advised of my withdrawal from the Bachelor of Science Nursing (BScN) program, I wish to formally appeal the Faculty's decision that I must withdraw from the program.

During 2007 I applied to the Bachelor of Science Nursing (BScN) program at UOIT, at which time I was wait listed for entry into the program. During the interim, I was offered a spot in the Health Science program which I accepted, as I eagerly awaited an opening in the Nursing program. Prior to the commencement of the 2008 school year, I received a letter from the school offering me an entry level position in the BScN program. I was elated as Nursing has always been my passion.

I have always believed that I have a career in the field of nursing; this belief has always kept me motivated.

Health

During the last semester, I suffered from a number of health conditions including High Blood pressure (Medical note will be presented on request).

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This took a toll on me, I was unable to focus on my studies, my energy level consistently kept dropping and I had to invigorate myself, which was not easy.

Relationship Breakdown

Towards the end of semester ----- in 20--- I experienced considerable stress due to the breakdown of my relationship with my husband. His long hours of work and rotating shifts coupled with my endeavor to succeed, created an isolation period in the relationship. This was an extremely traumatic time for me as there were times when I thought he was seeing someone else. In addition to my own feelings, I also had to provide support to my son who was also going through a difficult time in Texas, where I left him. I found it extremely difficult to concentrate on completing university requirements both in terms of how I was feeling and also my need to attend to practical elements of our relationship. I was diagnosed with depression (please see attached letter of support from my counsellor).

Bereavement

Unfortunately on November 11, 2011, my mother-in-law passed away and I was obviously very distressed as she was much close to me. I accompanied my husband to Grenada for the burial, which gave me very little time to study for my finals. I was granted special considerations during the semester in the form of extensions to my assignments but unfortunately the biggest impact was on my exam preparation. I perhaps should have applied for deferred examinations but I felt that it was better to push on and keep myself occupied with my studies. Unfortunately my preparation was significantly impacted on, as was my exam performance.

Summary

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While I continue to experience the impact of my relationship breakdown, I believe that my situation has improved enough for me to return to my studies. I have undertaken counseling. However over the Christmas break my husband and I have reconciled our relationship with a more accommodating work schedule. I believe that I am able to resume my studies and I am committed to completing my degree.

There no doubt that UOIT is a very prestigious institution and I would be really happy to graduate from this prestigious institution, I assure you that I will work indefatigably should I be re-instated.

Thank you for your consideration of this appeal. Also, I believe that I have taken positive steps to ensure that I have progressed from that period in my life and that I am able to resume my studies. I do not believe that I would gain from an exclusion period but look forward to the opportunity to repeat my studies in the current year. I am happy to provide further information to support this application if needed or to attend a meeting if needed.

Yours sincerely,

[Sign here]

Odessa Griffith- Gordon

Student # 0000000000

The consequences of a really bad semester in college can be severe: dismissal. Most colleges, however, provide students with the opportunity to appeal an academic dismissal. There are effective and ineffective ways to make an appeal. The six tips below can help you get back into good standing at your college.

1. Appeal in Person

If you have the option of making a written or in person appeal, choose the

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latter. The members of the appeals committee will think you are more committed to being readmitted if you take the trouble to travel back to college to make your case. Even if the thought of appearing in front of the committee terrifies you, it is usually a good idea. In fact, nervousness and tears can sometimes make the committee more sympathetic to you.

2. Don't Let Your Parents Plead Your Case

The appeal committee members want to see that you, not your parents, are committed to your college success. If it looks like your parents are more interested in the dismissal appeal than you are, your chances for success are slim. Don't have your parents write a letter of appeal for you, and don't let them show up at your appeal with you. The committee wants to see you taking responsibility for your bad grades, and they want to see you advocating for yourself.

3. Be Painfully Honest

The underlying reasons for an academic dismissal vary widely and are often embarrassing. Some students suffer from depression; some tried to go off their meds; some got messed up with drugs or alcohol; some stayed up every night playing video games; some got overwhelmed pledging a Greek. Whatever the reason for your bad grades, be honest with the appeals committee. Colleges believe in second chances -- it's why they allow you to appeal. If you don't own up to your mistakes, you're showing the committee that you lack the maturity, self-awareness and integrity that you'll need to succeed in college. The committee will be happy to see you trying to overcome a personal failing; they will be unimpressed if you try to hide your problems.

4. Don't Blame Other People

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Its easy to get embarrassed and defensive when you fail some classes. Still, no matter how tempting it is to point at others and blame them for your bad grades, the appeals committee will want to see you taking responsibility for your academic performance. The committee will not be impressed if you try to blame those bad professors, your psycho roommate, or your unsupportive parents. The grades are your own, and it will be up to you to improve your grades. See Bretts appeal letter for an example of what not to do.

This doesnt mean you shouldnt explain any extenuating circumstances that contributed to your poor academic performance. But in the end, you are the one who failed those exams and papers. You need to convince the appeals committee that you wont let external forces lead you astray.

5. Have a Plan

Identifying and owning up to the reasons for your poor academic performance are the first steps to a successful appeal. The equally important next step is presenting a plan for the future. If you were dismissed because of alcohol abuse, are you now seeking treatment for your problem? If you were suffering from depression, are you working with a counselor to try to address the issue? Going forward, are you planning to take advantage of the academic services offered by your college?

The most convincing appeals show that the student has identified the problem and come up with a strategy for addressing the problem. If you dont present a plan for the future, the appeals committee is likely to think you will end up repeating the same mistakes.

6. Show Humility and Be Polite

Its easy to be angry when youve been academically dismissed. Its easy to feel a sense of entitlement when youve given a college thousands and

thousands of dollars. These feelings, however, shouldn't be part of your appeal.

An appeal is a second chance. It is a favor being offered to you. The staff and faculty members on the appeals committee spend a lot of time (often vacation time) to consider appeals. The committee members are not the enemy--they are your allies. As such, any appeal needs to be presented with the appropriate "thank yous" and apologies.

Even if your appeal is denied, send an appropriate note of thanks to the committee for considering your appeal. It's possible you'll be applying for readmission in the future.