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As a college student, you may encounter situations where you need to appeal a decision made by your schools administration. Whether it's a disciplinary action, an academic dismissal, or a denied request for special accommodations, crafting a compelling letter of appeal to the dean can be your best chance at getting the outcome you desire. Appealing to the dean may feel intimidating, but with the right approach and a well-written letter, you can make a strong case for yourself. In this article, we provide 15 sample letters of appeal to college deans for various common scenarios to help guide you in drafting your persuasive appeal. Sample Letters of Appeal to College Dean Here is a brief introduction to the sample letters that follow. Each letter is written for a specific scenario, but you can adapt them to fit your unique situation: Letter 1: Appeal for Readmission After Academic Dismissal Dear Dean Johnson, I am writing to appeal my academic dismissal and request readmission to the College of Arts and Sciences for the upcoming fall semester. I take full responsibility for my poor academic performance last semester, which led to my dismissal. However, I am committed to turning things around and getting back on track towards earning my degree. I faced some significant challenges last semester, including the unexpected loss of a close family member and ongoing personal health issues. While I don't offer these as excuses, they undoubtedly impacted my ability to focus on my studies. I've spent the past few months reflecting, grieving, and getting the help and support I need. I am now in a much better place personally and ready to recommit myself fully to my education. If readmitted, I plan to meet regularly with my academic advisor, enroll in more classes, and cut out a few weeks of my schedule to focus on my coursework. I am confident that with renewed focus, support, and my commitment to my education, I will be successful in my future studies. Thank you for your time and consideration. I have enclosed a letter of support from my family and a copy of my transcript. I am also providing you with my academic transcript and a copy of my financial aid information. I look forward to your response and the opportunity to discuss my situation further. Respectfully, [Your Name] Letter 2: Appeal of Financial Aid Suspension Dear Dean Thompson, I am writing to appeal the re-auspension of my financial aid. I understand that my academic performance last year fell short of the required standards to maintain my aid eligibility. However, I am requesting that you reinstate my financial aid for the upcoming academic year based on the extenuating circumstances that contributed to my struggles. As a first-generation college student, I had difficulty adjusting to the rigors and expectations of university coursework. I also faced financial hardships that required me to increase my work hours, leaving less time for studying. These challenges snowballed, leading to a downward spiral in my grades. However, I have taken proactive steps to get back on track. This summer, I completed two courses at my local community college, earning As in both. I have also secured a part-time campus job that will alleviate some of my financial strain while allowing more flexibility for my studies. Additionally, I have connected with the first-generation student support services on campus and plan to utilize their mentoring and academic coaching regularly. Continuing my education means everything to me, and losing my financial aid would be devastating. I am committed to improved academic performance and an confident I will exceed the required standards going forward. Thank you for your time and consideration. I would be immensely grateful for another chance to prove myself and continue pursuing my degree with the support of financial aid. Sincerely, [Your Name] Letter 3: Appeal of Housing Contract Cancellation Fee Dear Dean Wilson, I am writing to request a waiver of the housing contract cancellation fee that was recently charged to my student account. I had to unexpectedly cancel my on-campus housing for the upcoming academic year due to a significant change in my family's financial situation. My father, the primary financial provider, was laid off from his job a few weeks ago. This sudden loss of income has placed an immense strain on our family, and I am currently unable to secure alternative housing arrangements. I understand the importance of honoring contractual obligations, but in this exceptional circumstance, the cancellation fee is a significant financial burden. I have enclosed documentation of my father's layoff notice and our household's financial situation. Please let me know if you require any additional information. I appreciate your understanding and hope you will consider my request. Respectfully, [Your Name] Letter 4: Grade Appeal for Suspected Grading Error Dear Davis, I am writing to appeal what I suspect to be an error in the grading of my final exam in ECON-201: Principles of Microeconomics. After reviewing my exam and the answer key provided, I believe there was a miscalculation in my score that resulted in a lower grade than I earned. Based on my calculations, my multiple-choice responses totaled 46/50 points, and my essay question warranted 28/30 points given the requirements outlined in the rubric. However, my score report shows totals of 41/50 and 25/30 respectively, resulting in a final score of 66/80, or a B-. If my calculations are correct, my final exam score should be 74/80, squarely in the A- range for the course. Given this potential miscalculation, I am requesting a review of my exam to ensure my grade accurately reflects my performance. I have attached a copy of my exam, the answer key, and my calculations for your reference. I would greatly appreciate your review of these materials and your insights into whether an error occurred. If I am mistaken in my reasoning, I certainly appreciate your clarification. Thank you for your time and consideration of my appeal. If an error in grading is confirmed, I respectfully request that my grade be updated accordingly in my academic record. Sincerely, [Your Name] Letter 5: Request for Exception to Degree Audit Dear Dean Robinson, I am writing to request an exception to my degree audit to allow HIST-380: Gender and Society in Early America to fulfill my upper-division history elective requirement. My major coursework, with the exception of my medical research, has focused on analyzing general history, and their societal impacts in early American history. The coursework emphasizes historical research, critical thinking, and the application of historical knowledge to contemporary issues, which aligns with the stated objectives for upper-division history electives in the course catalog. I have excelled in this course thus far, earning an A on all major assignments, and I believe it has significantly contributed to my growth as a history student. Allowing it to count towards my major requirements would be an accurate reflection of the rigor and relevance of the course to my degree. I have enclosed the course syllabus and my degree audit for your reference. Please let me know if you need any additional documentation or information to consider my request. I appreciate your attention to this matter and look forward to your response. Respectfully, [Your Name] Letter 6: Appeal of Disciplinary Action for Academic Misconduct Dear Dean Johnson, I am writing to appeal the disciplinary action taken against me for alleged academic misconduct in CHEM-210: Organic Chemistry. I understand the seriousness of the accusation, but I firmly maintain my innocence and believe a misunderstanding has occurred. During the exam in question, I was accused of using unauthorized notes based on the proctor seeing me refer to a piece of paper. However, that paper was the official formula sheet provided and permitted for use during the exam. I had annotated my copy of the formula sheet with some additional notes during my study sessions, which I believe led to the proctors mistaken suspicion. I have always held myself to the highest standards of academic integrity, and cheating goes against everything I stand for as a student. I am requesting that the Academic Integrity Board review the evidence, including the formula sheet in question, and reconsider the disciplinary action. I am happy to cooperate fully with any investigation and provide any information needed. I have enclosed the formula sheet and a statement from a classmate who can corroborate my explanation. Please let me know if you require anything further. Thank you for your consideration of my appeal. I look forward to your response and the opportunity to discuss my situation further. Sincerely, [Your Name] Letter 7: Request for Course Substitution Dear Dean Wilson, I am writing to request a course substitution in my degree requirements. I am currently enrolled in CHEM-210: Organic Chemistry, but I have completed CHEM-101: General Chemistry with a grade of A. I believe CHEM-101 provides a strong foundation for CHEM-210, and I am confident that my performance in CHEM-101 demonstrates my ability to handle the rigorous coursework of CHEM-210. I am requesting that you consider substituting CHEM-101 for CHEM-210 in my degree requirements. I have enclosed my transcript showing my grade in CHEM-101 and a statement from my professor in CHEM-101 who can attest to my performance. Please let me know if you need any additional information. I appreciate your consideration of my request. Sincerely, [Your Name] Letter 8: Request for Retrospective Course Drop Dear Dean Wilson, I am writing to request a retrospective course drop for PHIL-120: Introduction to Ethics, which I took in the previous semester. I faced significant personal challenges during that term that impacted my academic performance, and I believe I would have made the decision to drop the course had I not been grappling with these difficulties. Early in the semester, my grandmother, who had been battling cancer, took a turn for the worse. I made multiple out-of-state trips to be with my family and help care for her in her final weeks. Balancing these family obligations with my studies proved to be more than I could handle, and my coursework suffered as a result, particularly in PHIL-120. At the time, I felt pressure to push through, but in retrospect, I should have sought academic accommodations. I did not think I would qualify for a late drop, so I chose not to pursue it. However, after a semester of reflection and healing, I believe I had grounds for a course drop that I failed to exercise due to the stress and emotions of my circumstances. I have enclosed documentation of my grandmother's illness and passing, as well as my travel records during that period. I would be grateful if you would consider allowing me to retroactively drop PHIL-120 to alleviate the financial burden and allow me to focus on my remaining coursework. I am confident that I will be able to complete the course successfully. I am requesting that you consider my request and allow me to drop the course. I have enclosed my transcript showing my grade in PHIL-120 and a statement from my professor in PHIL-120 who can attest to my performance. Please let me know if you need any additional information. I appreciate your consideration of my request. Sincerely, [Your Name] Letter 9: Request for Exception to Course Registration Restriction Dear Dean Johnson, I am writing to request an exception to the course registration restriction for PSYC-440: Clinical Psychology Practicum. As a senior Psychology major, I am eager to gain hands-on experience in a clinical setting and believe this practicum aligns perfectly with my academic and career goals. However, when attempting to register for the course, I discovered that it is restricted to students who have completed PSYC-430: Abnormal Psychology. While I have not taken that specific course, I believe my coursework and experiences have provided me with a strong foundation in the necessary concepts and skills. Last year, I completed an intensive summer internship at a mental health clinic, where I shadowed licensed clinical psychologists and assisted with patient intake and assessment. This experience exposed me to a wide range of psychological disorders and treatment approaches, giving me practical insights into the field of abnormal psychology. Additionally, I have taken several upper-level psychology courses that have covered related topics, including PSYC-335: Theories of Personality, PSYC-420: Counseling Psychology, and PSYC-450: Psychological Testing and Assessment. I have excelled in these courses, earning a 3.8 GPA in my major. I have attached a letter of recommendation from my internship supervisor, who can attest to my knowledge and skills in clinical psychology. I would be grateful for the opportunity to apply my prior learning and experiences to the PSYC-440 practicum, even without the PSYC-430 prerequisite. Thank you for considering my request. I am deeply committed to my education in psychology and believe this practicum would be an invaluable step towards my future goals. Sincerely, [Your Name] Letter 10: Request for Course Substitution Dear Dean Robinson, I am writing to request a course substitution in my degree requirements for my major in Environmental Science. I am hoping to substitute GEOL-250: Introduction to Geospatial Analysis for the required ENVIS-220: Introduction to Geographic Information Systems course. As an environmental science major with a strong interest in geospatial applications, I took GEOL-250 last semester and found it to be an incredibly valuable and relevant course. The course covered similar GIS fundamentals to ENVIS-220, but with a greater application to earth systems and geologic research, which aligns well with my academic interests and career goals in environmental consulting. I have reviewed the syllabi for both courses and believe that GEOL-250 fulfills the key learning objectives and skill development outlined for ENVIS-220. The hands-on labs, software training, and independent research project in GEOL-250 have given me a strong foundation in GIS that I am confident will serve me well in future coursework and my career. I have attached the syllabi for both courses, as well as my transcript showing my successful completion of GEOL-250. I would greatly appreciate your consideration of accepting this course in place of ENVIS-220 for my degree requirements. Please let me know if you have any questions or require additional information. Thank you for your time and attention to this request. Sincerely, [Your Name] Letter 11: Appeal of Denial of Transfer Credit Dear Dean Johnson, I am writing to appeal the denial of transfer credit for two courses I took at my local community college during last summer term. These courses, MATH-140: Calculus I and PHYS-160: Introductory Physics, were deemed as not equivalent to the corresponding courses at our university. However, I believe these courses align closely with our universitys MATH-119 and PHYS-101 courses in terms of content, rigor, and learning outcomes. I have carefully reviewed the syllabi for both the community college and university courses, and I feel confident that my completed coursework meets the necessary standards for transfer credit. The community college courses covered the same core topics, used comparable textbooks, and had similar assessment structures to the university courses. I excelled in both courses, earning an A in each, and I believe my mastery of the material is on par with what would be expected in MATH-119 and PHYS-101. I have attached the syllabi from the community college courses, as well as my transcript showing my successful completion of them. If helpful, I am also happy to provide samples of my coursework or put you in touch with my instructors who can speak to the course content and my performance. I understand the importance of ensuring transfer credits meet the high standards of our university, but I believe my case warrants reconsideration. Applying these credits would help me reduce my overall tuition burden. Thank you for taking the time to review my appeal. I appreciate your consideration and look forward to your response. Respectfully, [Your Name] Letter 12: Request for Exception to Course Registration Restriction Dear Dean Johnson, I am writing to request an exception to the course registration restriction for PSYC-440: Clinical Psychology Practicum. As a senior Psychology major, I am eager to gain hands-on experience in a clinical setting and believe this practicum aligns perfectly with my academic and career goals. However, when attempting to register for the course, I discovered that it is restricted to students who have completed PSYC-430: Abnormal Psychology. While I have not taken that specific course, I believe my coursework and experiences have provided me with a strong foundation in the necessary concepts and skills. Last year, I completed an intensive summer internship at a mental health clinic, where I shadowed licensed clinical psychologists and assisted with patient intake and assessment. This experience exposed me to a wide range of psychological disorders and treatment approaches, giving me practical insights into the field of abnormal psychology. Additionally, I have taken several upper-level psychology courses that have covered related topics, including PSYC-335: Theories of Personality, PSYC-420: Counseling Psychology, and PSYC-450: Psychological Testing and Assessment. I have excelled in these courses, earning a 3.8 GPA in my major. I have attached a letter of recommendation from my internship supervisor, who can attest to my knowledge and skills in clinical psychology. I would be grateful for the opportunity to apply my prior learning and experiences to the PSYC-440 practicum, even without the PSYC-430 prerequisite. Thank you for considering my request. I am deeply committed to my education in psychology and believe this practicum would be an invaluable step towards my future goals. Sincerely, [Your Name] Letter 13: Appeal of Denial of Course Overload Dear Dean Wilson, I am writing to appeal the denial of my request for a course overload for the upcoming semester. As a senior Engineering major with a strong academic record, I am seeking permission to enroll in 21 credits, which exceeds the standard limit of 18 credits per semester. My reason for requesting the overload is to complete all of my remaining degree requirements in time for May graduation. Due to changing major requirements and a semester abroad, I have a few outstanding courses that I have planned to complete in my final semester. I understand that course overloads are granted only in exceptional circumstances and that there are additional costs associated with the overload. However, I believe I have demonstrated my capacity to handle a heavier course load and excel academically. In previous semesters, I have completed 18-19 credits while maintaining a 3.9 GPA and participating in extracurricular activities. I have developed strong time management and study skills that have allowed me to thrive under challenging circumstances. Moreover, I have managed my schedule for the upcoming semester to ensure a balanced and manageable workload. The additional courses I wish to take are in subjects that come naturally to me, and I am confident in my ability to perform well in them. I have attached my degree audit showing my remaining requirements and my proposed course schedule for your review. I would be immensely grateful for the opportunity to complete my degree on time and walk with my class in May. Thank you for reconsidering my request. I am committed to my academic success and believe I can handle the additional coursework without compromising my performance. Respectfully, [Your Name] Letter 14: Request for Tuition Refund After Withdrawal Deadline Dear Dean Davis, I am writing to request a partial tuition refund for the current semester, despite having withdrawn from my courses after the standard refund deadline. I understand that this is an unusual request, but I believe my circumstances warrant special consideration. Three weeks into the semester, I was involved in a serious car accident that left me hospitalized for several days and facing a lengthy recovery. My injuries have made it impossible for me to continue my studies this semester, as I am unable to attend classes or complete assignments. Had the accident occurred earlier in the semester, I would have withdrawn before the refund deadline. However, because of the timing, I missed the deadline to withdraw. I am requesting a partial refund of my tuition for the courses I did not attend. I have attached a copy of the police report from my accident. Please let me know if you require any additional information to consider my request. Thank you for your understanding and compassion during this difficult time. I appreciate your willingness to review my case and make an exception to the standard refund policy. Sincerely, [Your Name] Letter 15: Appeal of Rejection of Independent Study Proposal Dear Dean Robinson, I am writing to appeal the rejection of my independent study proposal for the upcoming semester. As a senior Biology major with a strong interest in genetics research, I had hoped to complete an independent project under the guidance of Dr. Patel, but my proposal was denied due to the departments policy limiting independent studies to graduate students. I understand the rationale behind this policy, but I believe my academic record and research experience demonstrate my readiness for independent study at the undergraduate level. I have completed advanced coursework in genetics and molecular biology, and I have spent the past year assisting with Dr. Patels research on gene expression in zebrafish. Through my work in Dr. Patels lab, I have developed a strong foundation in research methods and techniques, and I have played a significant role in data collection and analysis for her ongoing projects. Dr. Patel has expressed her confidence in my abilities and her willingness to supervise my independent study. I have attached my research proposal, which outlines a project that builds upon my previous work in the lab and explores a novel research question related to gene regulation. I believe this project has the potential to contribute meaningfully to the field and enhance my skills as a researcher. I have also attached a letter of support from Dr. Patel, who can speak to my qualifications and readiness for an independent study. I would be grateful for the opportunity to discuss my proposal further and make a case for allowing an exception to the departments policy in my case. Thank you for your consideration of my request. I am deeply committed to my education in biology and believe this independent study would be an invaluable step towards my future goals. Sincerely, [Your Name] Letter 16: Appeal of Dismissal Dear Dean Johnson, I am writing to appeal my academic dismissal from Ivy University. I was not surprised, but very upset to receive a letter earlier this week informing me of my dismissal. I'm writing to you with the hope to be reinstated for next semester. Thank you for allowing me the opportunity to explain my circumstances. I admit I had a very difficult time last semester, and my grades suffered as a result. I don't mean to make excuses for my poor academic performance, but I would like to explain the circumstances. I knew that registering for 18 credit hours in the spring would require a lot of me, but I needed to earn the hours so as to be on track to graduate on time. I thought I could handle the workload, and I still think I could have, except that my father became very ill in February. While he was home sick and unable to work, I had to drive home every weekend and some weeknights to help out with household duties and to care for my little sister. Needless to say, the hour-long drive each way cut into my study time, as did the chores I had to do at home. Even when I was at school, I was very distracted with the home situation and was unable to focus on my schoolwork. I understand now that I should have communicated with my professors (instead of avoiding them), or even taken a leave of absence. I thought I could handle all of these burdens, and I tried my best, but I was wrong. I love Ivy University, and it would mean so much to me to graduate with a degree from this school, which would make me the first person in my family to complete a college degree. If I am reinstated, I will focus much better on my schoolwork, take fewer hours, and manage my time more wisely. Fortunately, my father is recovering and has returned to work, so I should not need to travel home nearly as often. Also, I have met with my advisor, and I will follow her advice about communicating better with my professors from now on. Please understand that my low GPA that led to my dismissal does not indicate that I am a bad student. Really, I'm a good student who had one very, very bad semester. I hope you will give me a chance to prove myself and to continue my education at Ivy University. I am committed to my academic success and believe I can handle the additional coursework without compromising my performance. Respectfully, [Your Name] Letter 17: Appeal of Dismissal Dear Dean Johnson, I am writing to appeal my academic dismissal from Ivy University. I was not surprised, but very upset to receive a letter earlier this week informing me of my dismissal. I'm writing to you with the hope to be reinstated for next semester. Thank you for allowing me the opportunity to explain my circumstances. I admit I had a very difficult time last semester, and my grades suffered as a result. I don't mean to make excuses for my poor academic performance, but I would like to explain the circumstances. I knew that registering for 18 credit hours in the spring would require a lot of me, but I needed to earn the hours so as to be on track to graduate on time. I thought I could handle the workload, and I still think I could have, except that my father became very ill in February. 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Thank you for allowing me the opportunity to explain my circumstances. I admit I had a very difficult time last semester, and my grades suffered as a result. I don't mean to make excuses for my poor academic performance, but I would like to explain the circumstances. I knew that registering for 18 credit hours in the spring would require a lot of me, but I needed to earn the hours so as to be on track to graduate on time. I thought I could handle the workload, and I still think I could have, except that my father became very ill in February. While he was home sick and unable to work, I had to drive home every weekend and some weeknights to help out with household duties and to care for my little sister. Needless to say, the hour-long drive each way cut into my study time, as did the chores I had to do at home. Even when I was at school, I was very distracted with the home situation and was unable to focus on my schoolwork. 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I hope you will give me a chance to prove myself and to continue my education at Ivy University. I am committed to my academic success and believe I can handle the additional coursework without compromising my performance. Respectfully, [Your Name] Letter 19: Appeal of Dismissal Dear Dean Johnson, I am writing to appeal my academic dismissal from Ivy University. I was not surprised, but very upset to receive a letter earlier this week informing me of my dismissal. I'm writing to you with the hope to be reinstated for next semester. Thank you for allowing me the opportunity to explain my circumstances. I admit I had a very difficult time last semester, and my grades suffered as a result. I don't mean to make excuses for my poor academic performance, but I would like to explain the circumstances. I knew that registering for 18 credit hours in the spring would require a lot of me, but I needed to earn the hours so as to be on track to graduate on time. 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I'm writing to you with the hope to be reinstated for next semester. Thank you for allowing me the opportunity to explain my circumstances. I admit I had a very difficult time last semester, and my grades suffered as a result. I don't mean to make excuses for my poor academic performance, but I would like to explain the circumstances. I knew that registering for 18 credit hours in the spring would require a lot of me, but I needed to earn the hours so as to be on track to graduate on time. I thought I could handle the workload, and I still think I could have, except that my father became very ill in February. While he was home sick and unable to work, I had to drive home every weekend and some weeknights to help out with household duties and to care for my little sister. Needless to say, the hour-long drive each way cut into my study time, as did the chores I had to do at home. 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Really, I'm a good student who had one very, very bad semester. I hope you will give me a chance to prove myself and to continue my education at Ivy University. I am committed to my academic success and believe I can handle the additional coursework without compromising my performance. Respectfully, [Your Name] Letter 21: Appeal of Dismissal Dear Dean Johnson, I am writing to appeal my academic dismissal from Ivy University. I was not surprised, but very upset to receive a letter earlier this week informing me of my dismissal. I'm writing to you with the hope to be reinstated for next semester. Thank you for allowing me the opportunity to explain my circumstances. I admit I had a very difficult time last semester, and my grades suffered as a result. I don't mean to make excuses for my poor academic performance, but I would like to explain the circumstances. 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Respectfully, [Your Name] Letter 22: Appeal of Dismissal Dear Dean Johnson, I am writing to appeal my academic dismissal from Ivy University. I was not surprised, but very upset to receive a letter earlier this week informing me of my dismissal. I'm writing to you with the hope to be reinstated for next semester. Thank you for allowing me the opportunity to explain my circumstances. I admit I had a very difficult time last semester, and my grades suffered as a result. I don't mean to make excuses for my poor academic performance, but I would like to explain the circumstances. I knew that registering for 18 credit hours in the spring would require a lot of me, but I needed to earn the hours so as to be on track to graduate on time. I thought I could handle the workload, and I still think I could have, except that my father became very ill in February. 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Fortunately, my father is recovering and has returned to work, so I should not need to travel home nearly as often. Also, I have met with my advisor, and I will follow her advice about communicating better with my professors from now on. Please understand that my low GPA that led to my dismissal does not indicate that I am a bad student. Really, I'm a good student who had one very, very bad semester. I hope you will give me a chance to prove myself and to continue my education at Ivy University. I am committed to my academic success and believe I can handle the additional coursework without compromising my performance. Respectfully, [Your Name] Letter 23: Appeal of Dismissal Dear Dean Johnson, I am writing to appeal my academic dismissal from Ivy University. I was not surprised, but very upset to receive a letter earlier this week informing me of my dismissal. I'm writing to you with the hope to be reinstated for next semester. 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