Tips for Writing *Letter to the Appeals Committee*

Your *Letter to the Appeals Committee* is an important component of the probation appeal process. Consider the following guidelines for an effective letter.

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**Share what factors contributed to your academic situation.**

Describe how these factors had a *direct* impact on your academic performance. Be as specific as possible.

If you performed well in some courses but not in others, be very clear about what factors influenced your performance in the specific courses and why other courses were not affected.

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**Describe the action you took at the time to address your academic issues.**

Let the committee know if you sought support from an on or off campus resource (including Academic Advising, The Learning Center, CWS, etc.).

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**Explain how things are different now.**

Share if and how the problem has been resolved, and what (if anything) has changed about the factors which negatively influenced your academic performance. Share any adjustments you made to get back on track.

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**Create a separate document containing a detailed *Plan of Action* for how you will return to good academic standing. Describe the action you are taking now to address your academic standing and your plan going forward.**

Share the steps you are taking now and any action you will continue to take to prevent this from happening again. It is helpful to share the names of specific people you will meet with and the resources you will use.

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**Include as many *relevant* details as possible, and be clear and concise. Take time to think about your statement and write it well. Turn it in, with relevant documentation of circumstances, before the appeals deadline.**

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**The committee understands that students who are appealing:**

- Love Carolina and want to stay on campus
- Feel that losing academic eligibility will be very difficult
- Believe academic success means a lot to you and your family

Do not spend a lot of time discussing these factors in your statement.

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For more information on the probation appeals process, visit www.studentsuccess.unc.edu