

TIPS FOR WRITING THE LETTER OF APPEAL

The Letter of Appeal is your opportunity to explain the extenuating circumstances that led to your academic standing. The following tips are meant to help you prepare a clear, concise, and compelling Letter of Appeal:

FORMAT

Your Letter of Appeal should be formatted as a professional letter to include:

- Date
- Professional greeting and complimentary closing
- Body

Your Letter of Appeal should be typed and size 10-12 professional font.

CONTENT

- Review academic eligibility rules before writing your Letter of Appeal – studentsuccess.unc.edu/good-standing/
- Be honest and factual. The appeals committee wants to know that you understand the circumstances that led to this point. How did you get here? What have you learned?
- Be clear and specific. Do not include details that are not related to your appeal request or your main message. Include relevant dates and event details.
- Be brief. It is more work to write a good, short letter than a long, drawn out narrative. The appeals committee would appreciate the extra effort that it takes for you to write concisely.
- Proofread your letter. A letter that is free of grammatical errors and spelling mistakes makes a better impression than one riddled with errors. If you are comfortable with doing so, ask a trusted friend, teacher, or advisor to read over your letter.

FINAL TIPS

- Keep a copy of your Letter for your personal records.
- Be sure to submit your appeal application in advance of the due date.