

Student Letter of Appeal

Recommended Format

Use business letter format. Address to:

Dear Committee Members:

Use the following topics to compose your paragraphs.

Paragraph 1:

I would like to be readmitted to PSC because.....
State awareness of facts
Give reasons for suspension in your own words
Acknowledge facts (poor performance/absenteeism)
Relate history and background of the problem

Paragraph 2:

What you've done already to help yourself improve (tutoring, SI, meeting with professor or advisor, etc.)

Paragraph 3:

State your plan of action to help yourself
State what you know you must do

Paragraph 4:

Answer the following questions:
Why did you choose Paul Smith's?
Why do you want to come back?
Why you think you'll succeed?
Name some strengths (eg., discipline, support)

Paragraph 5:

Thank the committee for their time considering your letter for appeal
Let the Registrar know how you can be contacted on the day of the meeting.

Send letter BEFORE meeting date to:

Letters should be emailed from your **PSC email account** and sent to the Registrar's Office in care of Jane Carlin: (jcarlin@paulsmiths.edu). Your letter can also be faxed to the Registrar's Office at fax number 518- 327-6951.