

# Academic Probation Appeal

Date: [Insert Date]

To: [Insert Committee/Advisor Name]

[Insert Institution Name]

Dear [Committee/Advisor Name],

I am writing to formally appeal my academic probation status that was communicated to me on [insert date]. I understand the importance of maintaining satisfactory academic progress, and I take full responsibility for my performance during the past semester.

Due to [briefly explain circumstances, e.g., personal issues, health problems, etc.], my academic performance was adversely affected. I recognize that my GPA fell below the required threshold, and I sincerely regret the impact this has had on my academic standing.

To address this issue, I have developed a comprehensive academic recovery plan, which includes the following steps:

- Meeting with my academic advisor bi-weekly to monitor my progress.
- Registering for [number] credit hours and focusing on core courses in the upcoming semester.
- Attending tutoring sessions for [specific subjects] to enhance my understanding and performance.
- Prioritizing time management and study skills by utilizing campus resources and workshops.
- Setting specific, achievable academic goals each month.

I am committed to improving my academic performance and sincerely ask for the opportunity to demonstrate my dedication to my studies. I appreciate your consideration of my appeal and the proposed recovery plan. Thank you for your understanding, and I look forward to your positive response.

Best regards,

[Your Full Name]

[Your Student ID]

[Your Program/Major]

[Your Contact Information]