

Academic Probation Appeal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Academic Committee

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear Members of the Academic Committee,

I am writing to formally appeal my status of academic probation as communicated to me on [Insert Date]. I understand the gravity of my academic performance and accept responsibility for the challenges I faced in the past semester. However, I would like to present my case for a reconsideration of my probation status.

During the previous semester, I encountered [briefly explain situation, e.g., personal issues, health problems, etc.], which significantly impacted my academic performance. Since then, I have taken steps to address these issues by [mention any actions taken, such as seeking counseling, tutoring, or improving study habits].

I am committed to my academic success and believe that my recent efforts will lead to improved grades. I have attached my academic plan and recommendations from my professors that demonstrate my commitment to turning my performance around.

Thank you for considering my appeal. I hope for the opportunity to continue my education and improve my academic standing. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]