

Academic Probation Appeal Instructions

Dear Student,

If you wish to appeal your academic probation status, please follow the instructions below:

Step 1: Prepare Your Letter

Your appeal letter should include the following:

- Your full name
- Your student ID number
- The date of the letter
- A clear statement of your appeal
- Reasons for your academic performance
- Supporting documents (if applicable)
- Your signature

Step 2: Submit Your Appeal

Submit your appeal letter to the academic affairs office by email or in-person:

- Email: academic.affairs@university.edu
- Office hours: Monday-Friday, 9AM - 5PM

Deadline

All appeals must be submitted within 14 days of receiving your probation notice.

After Submission

You will receive a response regarding your appeal status within 10 business days.

Best of luck,

The Academic Affairs Team