

Request for Administrative Appeal for Graduation Eligibility

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Office of the Registrar

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Registrar's Name or Office of the Registrar],

I am writing to formally appeal the decision regarding my graduation eligibility for [Insert Graduation Term, e.g., Spring 2023]. I understand that my application was not approved due to [briefly state the reason, e.g., incomplete coursework, GPA issues, etc.].

Throughout my time at [University Name], I have been committed to my studies and have made every effort to meet the academic requirements. However, [explain circumstances that led to the issue, e.g., personal hardships, medical issues, etc.]. I have taken steps to rectify the situation, including [mention any actions taken, e.g., enrolling in additional courses, seeking academic support, etc.].

In light of these circumstances, I respectfully request a reconsideration of my eligibility for graduation. I believe that with the completion of [mention any required courses or GPA improvements], I will meet the necessary criteria to graduate.

Thank you for your time and consideration of my appeal. I look forward to your positive response.

Sincerely,

[Your Name]

[Student ID Number]