Tips for Writing an Academic Appeal Statement

Your written statement is an important component of the appeals process. We encourage you to consider the following guidelines for an effective statement.

**Share what factors beyond your control contributed to your academic situation.**
- Describe how these factors had a direct impact on your academic performance (be specific).
- Provide a concise explanation of the extenuating circumstances that were out of your control and that affected your academic performance. Provide information relative to the time period and duration of your hardship.

**Examples of extenuating circumstances: housing; financial; childcare; illness, etc.**
- Provide supporting documentation, if any, to show how your academic performance was adversely impacted due to the extenuating circumstances.
  - If you performed well in other courses but not a specific course, be very clear about what factors influenced your performance in that specific course and why other courses were not affected.

**Your appeal must clearly state the circumstances that impacted your academic performance.**

**Academic Plan:** Your statement must include a detailed plan that describes how you will regain good academic standing.

**Describe the action you are taking now to address the issue, and your plan moving forward.**
- Share the steps that you are taking now and any action that you will take to prevent this from happening again.
- It is helpful to share the names of specific people you will meet with and the resources you will use.

**Explain how things are different now.**
- Share if and how the problem has been resolved and what, if anything, has changed about the factors which impacted your academic performance.
- Share any adjustments you made to get back on track.
- Summarize why your appeal should be considered for approval.

**Supporting Document(s), if applicable:**
Submit relevant documentation of circumstances, before the Appeal deadline. Submitting incomplete documentation may result in a delay in processing and/or a denial of your appeal.

Some examples of appropriate supporting documentation may include:

<table>
<thead>
<tr>
<th>Family Circumstances</th>
<th>Medical</th>
<th>Death</th>
<th>Accident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth certificate (child)</td>
<td>Letter from a Doctor/Counselor/Therapist:</td>
<td>Death certificate</td>
<td>Police report</td>
</tr>
<tr>
<td>Legal Documents</td>
<td>Verifying illness or treatment</td>
<td></td>
<td>Medical documentation</td>
</tr>
<tr>
<td>Police reports</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you have any questions, please contact us at: (718) 518 - 6554/6557 or via email at academicappeals@hostos.cuny.edu.

**SAMPLE LETTER**

*Use this format to submit your appeal statement(s)*

**Date**

Your Name  
Address  
CUNYFirst ID #  
Home Telephone #  
Cell Phone #  
Email Address:  
Major:  

**Indicate which appeal(s) you wish to apply for:**

( ) Academic Dismissal – (Definition: Registered Spring 2019 and based on grades has been dismissed for Fall 2019)

( ) Re-admission (Definition: You have not been enrolled in college for one semester or more and wish to re-enroll for Fall 2019)

( ) Federal Financial Aid (Title IV)/SAP Appeal

**Semester:** Fall 2019  
**Dear Academic Standards Committee:**

**PERSONAL STATEMENT**

**ACADEMIC PLAN**

Sincerely,  
Your Name