

Academic Disqualification Appeal Letter Guide

Name: _____ ID: _____ Major: _____ Date: _____

If you recently received notification that you were academically disqualified and you experienced extenuating circumstances outside of your control that impacted your academic performance, you may be able to appeal your disqualification. Use this worksheet as a guide to writing a clear and complete disqualification appeal letter.

Before You Start:

- ☐ Review the [Disqualification Appeal Submission Guidelines website](#).
 - ☐ Take note of the posted deadline on the website. Your appeal must be submitted by the deadline. If you missed the deadline, visit our [Reinstatement webpage](#) for your next steps.
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Appeal Letter Components:

- ☐ **Introduction:** Identify yourself and your request. Clearly state who you are, what happened, and what you are requesting.

Prompts to consider:

- What is your full name and CSUCI student ID?
- What semester were you disqualified?
- What are you requesting and why?

- ☐ **Explanation of Extenuating Circumstances:** Explain why your academic performance suffered. Be honest and detailed, but focus on facts.

Prompts to consider:

- Were there serious medical, emotional, family, financial, or personal issues?
- When did these issues occur, and how did they impact your academics?
- Did these issues affect you for more than one term?

- ☐ **Steps You've Taken to Resolve the Problem(s):** Describe what you have done to address or resolve the issues that affected your academic performance.

Prompts to consider:

- Have you sought medical or counseling help?
- Have you changed your schedule, work habits, or personal responsibilities?
- Have you met with an academic advisor?
- Have you utilized other university or community resources for support?

- ☐ **Plan for Future Academic Success:** Outline your specific and actionable plan for success if reinstated.

Prompts to consider:

- What changes will you make to stay on track if your appeal is approved?
- What campus resources will you use?

- How will you ensure your challenges will not affect your academic performance again?

☐ **Conclusion:** End on a professional and respectful note, showing appreciation and confidence in your readiness to return to CSUCI.

☐ **Supporting Documentation:** Attach documentation only if it is applicable and relevant. Examples include:

- ☐ Doctor's notes
- ☐ Death certificates
- ☐ Eviction notices
- ☐ Police reports
- ☐ Letters from a counselor or therapist
- ☐ Photo evidence of an incident

Each document must clearly connect to the time and nature of the issues discussed in your letter.

Draft Your Letter:

Use this space to write a draft of your letter. Ask someone you trust to review your draft and provide constructive feedback before you write your final draft.

This is a plan to guide you through writing your appeal letter. Completion of this worksheet does not guarantee your appeal will be approved. The final decision for your appeal will be determined by the Academic Appeals Board.