

Academic Suspension Appeal Guide

Steps to Prepare and Submit Your Appeal

1. Consult with your [Academic Advisor](#).
 - Connect with your Academic Advisor to discuss your academic standing, the appeal process, and available options. This conversation may help clarify key points to include in your appeal and provide valuable context for your submission.
 2. Reflect on your circumstances.
 - Identify and document the specific challenges that affected your academic performance. Consider the steps you have taken to address these issues and outline a clear plan for future academic success.
 3. Draft a thoughtful and honest appeal statement
 - Your appeal should be factual, concise, and sincere. Avoid overly emotional or manipulative language, and ensure your writing is free of grammatical and formatting errors. This is your opportunity to explain your extraordinary circumstances for readmission. Be sure to save a copy of your appeal statement.
 4. Avoid use of generative AI
 - While tools like AI may assist with organizing, *the use of generative AI to create appeal content is discouraged*. Your appeal must reflect your personal experience and demonstrate insight and accountability. AI-generated content may be too generic or inaccurate, which can weaken your submission.
 5. Submit by the deadline
 - Appeals must be submitted by the deadline listed on the [Office of the Registrar website](#). Late submissions may not be considered.
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What to Include in Your Appeal?

Consider addressing the following topics in your appeal statement, as applicable.

Written appeal submissions are limited to 2,000 characters, or about 350-400 words:

- What circumstances contributed to your academic suspension and when did these circumstances begin?
- How did these circumstances affect your ability to succeed in coursework?
- If these challenges are ongoing, what support systems will you use in the future?
- What is your current academic plan, including remaining requirements and anticipated graduation timeline?
- How were you performing in major-specific courses? Have you considered changing your major and/or college?

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- What behavioral, lifestyle, or extracurricular changes have you or will you make to support your academic success? If you have already begun to make these changes, report their impact.
 - How do you plan to stay on track if readmitted?
 - Have you met with your academic advisor to discuss the areas noted above? What guidance did they offer, and will you meet with them again?
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Frequently Asked Questions (FAQs)

Q. Do I need to format my statement as a formal letter?

A. No. Write in paragraphs that speak directly to the committee. You do not need letter heads, a salutation (“Dear Committee”), or a closing (“Sincerely”).

Q. How do I structure my appeal statement?

A. A clear and logical structure is easiest to follow, such as:

1. Introduction: briefly state why you’re writing.
2. Context and reflection: explain what happened chronologically, what you’ve learned, and why it won’t happen again.
3. Plan: outline concrete steps you’ll take to succeed if reinstated.

Q. What tone should I use? Do I need to sound apologetic, confident, or persuasive?

A: Use a respectful, constructive tone. Acknowledge mistakes honestly and demonstrate growth and commitment to improvement. Let evidence (not just emotion) show you are prepared for future success.

Final Notes

An appeal statement should be respectful and constructive, using evidence to demonstrate self-awareness, accountability, and a proactive approach to overcoming academic challenges. The committee considers your explanation of extraordinary circumstances, academic record, and readiness to return successfully.

Materials adapted from: Stanford Undergrad Academic Advising (n.d.) Returning from academic suspension. Stanford University Vice Provost for Undergraduate Education.

<https://advising.stanford.edu/current-students/advising-student-handbook/returning-suspension>

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