**SAMPLE ACADEMIC SUSPENSION/INVOLUNTARY WITHDRAWAL APPEAL**

Your Full Name

Your Full Mailing Address

Student ID

Brock Email

Phone Number

DATE

Student Senate Appeals Board

Brock University, Registrar’s Office

c/o Diane Uppal

Dear Members of the Board:

In the first paragraph, state who you are, your program and year of study (e.g., Carole Moss, 4th year Psychology student). State very clearly, the last academic decision you are appeal and under what grounds (e.g., I am appealing my suspension status OR involuntary withdrawal from the Psychology program which was notified to me on April 28th, 2014.

 I am appealing on several grounds: 1) compassionate reasons: I am an International Student and a forced leave from my program would result in my having to leave to go back to Scotland. The likelihood of regaining a VISA, financial funding to get back to Canada and the pressures to work while at home, would make returning to school after suspension, next to impossible. 2) I am appealing the department’s decision to forcefully remove me from the program for procedural error issues: I was not adequately informed about my shaky standing in the course during my last term; an academic advisor made errors in the academic plan, resulting in my taking a wrong course.

 The second paragraph should outline the historical background. You will explain, in specific detail: a time line of events that lead to your questioned academic performance; an explanation for any documentation you provide; your experience during the process (e.g., meeting with the instructor, chair and associate dean); details about your life that are important for the Appeals Board to hear. Remember to balance advocating for yourself with taking responsibility for your mistakes, even if unintentional.

 The third paragraph will include information about you and what kind of impact this suspension/involuntary withdrawal will have on for your academic future.

 The fourth paragraph will walk the SSAB through your academic action plan. You should cite all the ways you will ensure your academic success (e.g., meeting regularly with an academic advisor; taking additional workshops on time management; reducing your academic work load; reducing your hours at work; utilizing some of the on campus services within the Student Development Centre).

Sincerely,

Your Name

(original signature here)