

Reinstatement Strategies & Appeal Letter Format

Academic Status Committees want evidence that you have resolved the difficulties that resulted in your disqualification. Here are some suggestions:

1. **Realistically assess your academic goals.** Do you have the ability and motivation to be successful in your chosen major? If not, consider changing your major to one in which you can be academically successful.
2. **Talk with an advisor in the department representing your major.** The committee that considers your appeal will look for a demonstration of your ability to earn A's and B's in course work related to your proposed major. Take one or two appropriate courses through Chico State's Open University program or one or two transferable courses at a community college.
3. **Complete "I" (Incomplete) grades that have not yet expired, file Repeat With Forgiveness petitions** if appropriate and/or contact former instructors if you believe that there has been a grading error. Taking these steps may increase your grade point average and make you a stronger candidate for reinstatement.
4. Most students are disqualified because of a grade point deficiency in their Chico State course work. **Taking Open University (OU) classes can help your Chico grade point average**, especially if you repeat with forgiveness courses previously taken and failed at Chico. *Important Note: A maximum of 24 Open University units may apply to the Bachelor's degree.*
5. **Did a compelling personal situation contribute to your disqualification?** If so, assess whether it is now resolved sufficiently to allow you to succeed in school. **What steps have you taken or need to be taken to improve your situation?** Include this information in your appeal letter, and include any documentation you have that would verify any extenuating circumstances in your packet.
6. **Improve your academic skills** by completing online study skills courses or workshops.

Your letter should be clear, concise, and honest. Carefully proof it for spelling and grammatical errors. The following appeal letter format is a good guide to follow:

1. In the first paragraph, **introduce yourself.** Be sure to mention your intended major, your year in school, and the purpose of your letter.
2. Write a paragraph or two briefly **describing the problems and factors that led to your disqualification.** Be honest and accept responsibility. Provide the committee with verification of illness or other circumstances that may have contributed to your academic difficulty.
3. Describe for the committee the **steps you have taken to resolve these problems.** This is the most important part of your appeal letter. Provide information that indicates you now are ready to be academically successful:
 - Evidence of completing recent classes with grades of "A" and "B".
 - Indicate any "I" grades that have been completed or recent Repeat with Forgiveness petitions that have been filed.
 - Mention any life experiences that have contributed to your academic stability and maturity since your disqualification.
4. Conclude your letter with a brief **explanation of your academic goals** and any other circumstances that you would like the committee to consider.