

# Sample Appeal Letter for Reconsideration of Dismissal from College

This sample appeal letter for **reconsideration of dismissal from college** serves as a formal request by a student seeking to overturn a prior decision of dismissal. The letter typically outlines the reasons for the student's academic difficulties, provides explanations or extenuating circumstances, and expresses a commitment to improvement and adherence to college policies. Its purpose is to persuade the college administration to grant the student another opportunity to continue their education and demonstrate their capabilities.

## Sample Appeal Letter

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Name of Dean or Appeals Committee Chair]  
[College Name]  
[College Address]  
[City, State, ZIP Code]

Dear [Dean/Appeals Committee],

I am writing to formally appeal my recent dismissal from [College Name]. I fully acknowledge the academic challenges I have faced, and I am deeply regretful for not meeting the expectations and requirements of the college.

My academic performance suffered during the past [semester(s)] due to [briefly explain extenuating circumstances, such as medical issues, family emergencies, personal challenges, etc.]. These circumstances significantly impacted my ability to concentrate on my coursework and maintain my usual standards.

Since then, I have taken concrete steps to address these challenges. I have [mention support systems or resources used, such as seeking counseling, attending academic workshops, adjusting work/life balance, etc.]. I am committed to making lasting changes to ensure my academic success.

I respectfully request reconsideration of my dismissal and ask for a second chance to prove my dedication to my studies and to the standards of [College Name]. I am fully committed to following all college policies, utilizing available support resources, and working diligently to improve my academic standing.

Thank you for considering my appeal. I would be grateful for the opportunity to continue my education at [College Name], and I am happy to discuss my plans for improvement further if needed.

Sincerely,  
[Your Name]  
[Student ID Number, if applicable]