

College of Arts & Sciences

Guidelines to Appeal Academic Disqualification

The letter of appeal you are about to write may convince the La Sierra University CAS Associate Dean to extend you a further opportunity to study here. Therefore, while you need to finish this letter promptly, it deserves serious time and energy. Your overall goal is to provide enough detailed information to convince the CAS Associate Dean that you deserve a second chance at La Sierra. The following suggestions can help you formulate a convincing appeal.

1. **Apply a strong organization**, such as the following:

Paragraph #1: briefly but directly state your request: to be granted an additional quarter in which to raise your GPA

Paragraph #2: detail the obstacles you have faced that contributed to your low GPA

Paragraph #3: explain your strategies for overcoming those obstacles and increasing your GPA in the coming quarter

Paragraph #4: conclude by explaining why the CAS Associate Dean should grant your appeal

2. **Know your audience:** The CAS Associate Dean will carefully and prayerfully consider your situation, taking into consideration the recommendations of faculty, advisors, and/or community members who know you in order to determine whether La Sierra is the best place for you to continue your studies.

3. **Provide details:** clearly acknowledge your problems and explain your plan for dealing with them. Kinds of issues you might wish to discuss will certainly be academic, but may also include personal, medical, mental, social, and legal concerns. The biggest challenge the Associate Dean experiences in assessing an appeals letter is lack of details.

4. **Understand your privacy:** while your appeal letter will be kept in your file, neither the letter nor its contents will be released beyond the CAS Dean's Office or discussed outside the CAS Dean's Office.

5. **Attach further explanatory documents**, if appropriate, that might help the Associate Dean in reaching a decision.

6. **Deliver your appeal** to the CAS Dean's Office by the stated deadline.

Email: casdean@lasierra.edu or Visit: La Sierra Hall, Room 221

7. Letters of Support (**REQUIRED**):

- **Request a Letter of Support:** Ask an administrator, faculty member, staff member (such as your advisor), or supervisor to provide a letter of support to the CAS Dean's Office. The Dean's Office will NOT accept letters written by friends or family.
- **OPTIONAL: Consider obtaining letter(s) of verification** to support your appeal from other University entities, such as the Counseling Center, Health Services, ODS, and the Student Life Office.

Letters of Support will only be accepted when mailed or emailed directly to the CAS Dean's Office by the sender. Letters submitted by students will NOT be accepted.

Email: casdean@lasierra.edu

Mail: CAS Dean's Office
Attn: Associate Dean
4500 Riverwalk Parkway
Riverside, CA 92505

After the Associate Dean reviews your appeal, the Dean's Office will notify you of its decision.