

College of Arts & Sciences

Guidelines to Appeal Academic Disqualification

The letter of appeal you are about to write may convince La Sierra University CAS Dean's Office Admissions Committee 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 CAS Dean's Office Admissions Committee 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 committee should grant your appeal
2. **Know your audience:** The committee is a group of university faculty and administrators who want to determine whether LSU is the best place for you to continue your studies. They will carefully and prayerfully consider your situation.
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 committee members face in assessing appeals letters is lack of details.
4. **Understand your privacy:** while your appeals letter will be kept in your file and discussed within the committee, neither the letter nor its contents will be released beyond the committee or discussed outside the committee.
5. **Attach further explanatory documents**, if appropriate, that might help the committee in reaching a decision.
6. **Deliver your appeal** to the CAS Dean's Office by the stated deadline

Email: casdean@lasierra.edu

Visit: La Sierra Hall, Room 221

7. Letters of Support (**REQUIRED**):
 - **Request a Letter of Support:** Ask one or more persons you know to provide a letter of support to the CAS Dean's Office. Letters of support from faculty, administrators, or staff (such as your C-SAS Coach or Adviser) are especially valuable.
 - **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 emailed directly to the CAS Dean's Office at casdean@lasierra.edu by faculty/staff supporters.

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