University of Wisconsin-La Crosse

Appealing Your Ineligible to Return Status

APPEAL LETTER FORMAT

Date

Student Name  
Street Address  
City, State Zip  
Telephone Number  
Email address@uwlax.edu

Subject: Request for Readmission to UW-La Crosse

Dear Dean’s Appeal Committee:

Paragraph 1:  
CONTENT of this section: please describe the following:  
a. What has contributed to your poor academic performance?

Paragraph 2:  
CONTENT of this section: please describe the following:  
b. How will you improve your performance this coming semester?

Paragraph 3:  
CONTENT of this section: please describe the following:  
c. What major/academic program do you intend to pursue?

Closing Paragraph

Respectfully,

Student Name  
Student ID #