



Office of Graduate Studies

GUIDE FOR WRITING A GRADUATE READMISSION APPEAL LETTER

This template serves as a guide. Your letter should be personalized to reflect your specific situation and demonstrate genuine reflection and preparation for returning to graduate studies.

DATE: [Current Date]

TO: Graduate Council
Grambling State University
Office of Graduate Studies

FROM: [Student Name]
[Student ID]
[Graduate Program]

RE: **Appeal for Readmission to Graduate Studies**

Dear Members of the Graduate Council:

Opening Paragraph:

- State your request for readmission clearly, indicating the specific semester you wish to return
- Acknowledge your previous academic suspension and the time period you have been out
- Briefly state your degree program and remaining requirements for completion

Explanation of Past Academic Performance:

- Provide a clear, honest explanation of the circumstances that led to your academic suspension
- Focus on facts rather than excuses
- Demonstrate your understanding of how these circumstances affected your academic performance
- Include specific courses/semesters where difficulties occurred

Actions Taken During Suspension Period:

- Detail how you have used your time away constructively
- Describe any professional development, relevant work experience, or additional coursework completed
- Explain what you have learned from this experience
- Outline steps taken to address previous challenges (e.g., medical treatment, counseling, financial planning, time management training)

Plan for Academic Success:

- Present a specific, realistic plan for maintaining good academic standing
- Include things such as:

- Proposed course load and schedule
- Study strategies and time management plans
- Support systems and resources you will utilize
- Any changes in work/personal circumstances that will support your success
 - Demonstrate your understanding of program requirements and GPA calculations needed for graduation

Closing:

- Reaffirm your commitment to completing your graduate degree
- Express appreciation for the Council's consideration
- Provide current contact information

Sincerely,

[Your Signature]

[Typed Name]

[Current Address]

[Phone Number]

[University Email Address]

Additional Requirements:

- Attach any supporting documentation (medical records, employment verification, professional development certificates, etc.)
- Include unofficial transcript
- Provide updated CV/resume
- [Any program-specific requirements]

Format Guidelines:

- Professional business letter format
- 2-3 pages maximum
- 12-point professional font
- Double-spaced
- 1-inch margins

Submit completed appeal package to:

Mrs. Antoinette Kelly- Clark

Kellya@gram.edu

Note: You are submitting an **appeal for readmission to Graduate Studies AFTER having completed the required suspension period (i.e., after a 1st suspension, you have remained out of school 1 semester or 2 summer terms; after a 2nd suspension, you have remained out of school 1 academic year).** Grade appeals should be initiated in your academic department – not with the Office of Graduate Studies. In addition, this template serves as a guide. **Your letter should be personalized to reflect your specific situation and demonstrate genuine reflection and preparation for returning to graduate studies.**