How to Write a Dismissal Appeal Letter

Your appeal may be submitted in the form of a standard letter addressed to “Provost’s Dismissal Appeals Committee.” No special form is required. Deadlines to submit an appeal are based on when the dismissal occurred.

The following deadlines apply only if you wish to be continued in the term following the dismissal.

- Dismissed Fall Qtr............4th Week of Winter Qtr
- Dismissed Winter Qtr......4th Week of Spring Qtr
- Dismissed Spring Qtr.......4th Week of Fall Qtr

Students are encouraged to meet with a full-time counselor at their academic counseling unit prior to submitting a dismissal appeal.

☐ At the beginning of the letter include:
  - Name
  - Student ID
  - Address
  - Phone Number
  - Email
  - Study List for the current term that you will complete if dismissal is reversed

☐ In the letter, please discuss the following:
  1. Circumstances which have contributed to your academic performance, including how they affected your schoolwork.
  2. Describe steps you are taking to resolve difficulties in your academic/personal/extracurricular life.

☐ Please request a Departmental Evaluation of your major plan if the classes in which you have been experiencing problems are preparation or major courses. The department counselor will fax an evaluation to the Appeals Committee.

☐ If you plan to change to a different major, please request a Department Evaluation and a completed program plan from the department counselor of your intended major.

☐ Provide supporting documentation from doctors, therapists, professors, etc, if relevant to your appeal.

☐ Submit your appeal to the appropriate counseling unit.

Please allow 5-10 working days from the date of submission. Your counseling unit will call you to set up an appointment to discuss the results of the appeal with an Academic Counselor.

If you are currently attending classes, continue to do so until you are instructed otherwise by notification from the Appeals Committee.
It is suggested that you submit your appeal letter in person at your counseling unit in order to ensure that all necessary documents are included in your appeal.

### Academic Counseling Units

**College Academic Counseling**  
A316 Murphy Hall  
(310) 825-3382

College Academic Counseling  
A316 Murphy Hall, Box 951430  
Los Angeles, CA 90095

**Academic Advancement Program**  
1205 Campbell Hall  
(310) 825-1481

Academic Advancement Program  
1209 Campbell Hall, Box 951430  
Los Angeles, CA 90095

**Athletics**  
Morgan Ctr., Ste 127  
(310) 825-8699

UCLA Athletic Department  
Attn: Academic Counseling  
J.D. Morgan Center  
P.O. Box 24044  
Los Angeles, CA 90024

**Honors**  
A311 Murphy Hall  
(310) 825-1553

Honors  
405 Hilgard Avenue, A311 Murphy Hall  
Los Angeles, CA 90095

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