

Summer Institute for Higher Learning Academic Suspension Appeal Letter Format Form

Admission to Eastern Illinois University through the Summer Institute for Higher Learning requires that students achieve a minimum 2.0 semester GPA and complete a minimum twelve semester hours for both the fall and spring semesters immediately following their participation in the Summer Institute. Per the admission contract, a student who does not meet one or both of these requirements must submit a Summer Institute for Higher Learning Academic Suspension Appeal Letter to the Summer Institute administrative committee for review. The letter should be no longer than two pages in length. The expected format of the letter is outlined below.

The deadline to submit the appeal form is Monday, January 5, 2015. Letters should be attached to an email sent to bjgorman@eiu.edu. DO NOT send the appeal letter as the email itself.

Please follow the following format:

Date
Your Name
Your E#

Administrative Committee
Summer Institute for Higher Learning
Eastern Illinois University

Dear Committee,

The introductory paragraph should explain the purpose for writing the letter which should include your GPA and your number of completed fall 2014 hours. You should also give a brief synopsis of what the next two paragraphs will include.

The second paragraph should explain in detail challenges you faced that kept you from achieving the minimum semester GPA and/or minimum hour requirement. Please be thorough in your explanation and include what the problem(s) was, when the problem occurred, and how long the problem lasted.

The third paragraph should include how you are overcoming or overcame the problem and what you are doing or have done to prevent the problem from having a negative effect on your academic progress in the future.

The final paragraph should briefly summarize the main points of your letter.

Sincerely,

Your Name

If you have questions about the appeal process or the letter itself, please contact Brian Gorman, SIHL Program Coordinator at bjgorman@eiu.edu, or by phone at 217-581-6696.