

## Sample Appeal Letter for UMCP

(for students who have graduated with/are about to graduate with an Associates degree from HCC).

**[Insert Your Name]**

**[Insert Your Address]**

**[Insert date]**

Dear Admissions Representative, (address the person who signed your letter)

I recently received a letter rejecting my transfer application for admission to the University of Maryland, College Park. I understand the competitive nature of admission to College Park, but I would like to appeal this decision because I am planning to graduate with my Associates degree in **[add title and semester of graduation]** .

I have regarded UMCP as my ideal transfer institution for a long time, and I have been striving to become the student and community member reflective of the attitudes and values of UMCP.

**[Develop the following suggestions, as appropriate to your specific case]**

As shown in my college transcript, I have been improving my GPA steadily since **[add appropriate semester(s)]**. Academically, I have excelled in **[add your own detail here. For example discuss the classes that you have done well in, and what skills you feel you have developed in these classes. You should also discuss what you have done to improve your academic record; tutoring, reducing work hours, as well as finding a better work/school/life balance]**. (Your goal is to show the steps you have taken in order to increase your student success.)

In addition, I have gained experience in **[add detail]** through a co-curricular internship/activities **[delete as appropriate and explain further. For example, have you been involved in any college related events? Do you assist in any local community activities or church events? Have you spent any time in internships or volunteering? What skills have you developed in your job?]**.

I completed my Associates degree/I plan to complete my Associates degree **[delete as appropriate]** in **[add title]** at Howard Community College in **[add month and year]**. I understand that MHEC guidelines indicate that I am eligible for admission to a University of Maryland system school for the earliest semester that space allows, following the completion of my associates degree.

I thank you for your consideration and look forward to hearing from you.

Sincerely yours,

**[your name]**