

Tips for Writing an Academic Appeal Statement

Your written statement is an important component of the appeals process. We encourage you to consider the following guidelines for an effective appeals statement.

Share what factors, beyond your control, contributed to your academic situation and provide a timeline for these events.

Describe the event and provide a timeline for what occurred. Explain how these factors had a *direct* impact on your academic performance. Be as specific as possible. Provide any evidence that you were doing well in your courses until the circumstances occurred. If you performed well in other courses but not in a specific course, be very clear about what factors influenced your performance in that specific course and why other courses were not affected.

Explain the actions you took to address your academic issues.

Did you speak to your course instructors or TAs about your situation? Did you speak to an adviser or a floor fellow for advice? Did you ask for extensions to completed course work, did you consider deferring a final exam or withdrawing from a course after the deadline? Provide details about any resources you used to assist you in resolving this issue.

Explain how things have changed.

Share how the problem was resolved, and what (if anything) has changed about the factors which impacted your academic performance. Share any adjustments you made to get back on track. Share the steps you took to prevent this from happening again.

You may wish to consult the material on “Academic Decisions” to guide the writing of your statement. (See <http://www.mcgill.ca/oasis/programs/common-issues>)

If you not already done so, please provide documentation to support your request.