

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Office of Academic Affairs  
Bowling Green State University  
[Office Address]  
Bowling Green, OH [Zip Code]

Dear Members of the Academic Appeals Committee,  
I am writing to formally appeal my academic standing related to [specific issue, e.g., suspension, dismissal, etc.]. My name is [Your Full Name], and I am a [Your Year, e.g., sophomore] majoring in [Your Major].

I understand that my academic performance this past semester has raised concerns, and I take full responsibility for my grades. However, I would like to provide context regarding my situation. [Briefly explain the circumstances that contributed to your academic challenges, such as personal issues, health problems, or family emergencies.]

In light of these circumstances, I have taken the following steps to improve my academic performance moving forward:

1. [List any actions you've taken, such as attending tutoring sessions, meeting with academic advisors, or developing new study strategies.]
2. [Include any support systems you've engaged, such as counseling services or academic workshops.]
3. [Mention any relevant changes in your personal situation that will positively influence your academic progress.]

I am committed to my education at Bowling Green State University and am eager to demonstrate that I can succeed in my studies. I kindly request that you reconsider my academic standing and allow me the opportunity to continue my education at BGSU.

Thank you for considering my appeal. I appreciate your time and understanding. I am willing to discuss this matter further and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]  
[Your BGSU Student ID Number]