WRITING A BAR APPEAL LETTER

When a student feels there are extenuating circumstances that have contributed to a barred status from UCSC, the student may write an appeal letter to the Provost of the college.

FORMAT
- Bar appeal letters should be addressed to: Provost, Crown College
- Written in the format of a business letter
- 500-800 words (1-2 pages), although there is no length limit

CONTENT
“Please note that the information you share in your appeal or with your advisers will be kept private, but not necessarily confidential. In some instances, we may be required, by law, to report incidences you disclosed to need-to-know offices on campus which may include Title IX Office, and/or University of California Police Department.”

Bar appeal letters should be structured in three parts:
1. Opening Statement:
   - State clearly and specifically the purpose of your request in your first sentence
2. Explanation of Extenuating Circumstances:
   - Provide a concise explanation of extenuating circumstances, such as: physical illness, psychological concerns, domestic/family problems, unusual academic events, etc.
   - The detailed circumstances are not as important as the effect on academic performance
   - Outline any steps that you have taken or plan to take to manage the extenuating circumstances (i.e., met with a medical professional or counselor)
   - Provide supporting documentation of the extenuating circumstances (if possible)
3. Future Plan:
   - Include a plan for future academic success should the bar status be lifted (What actions will you take to correct the extenuating circumstances? How will you get your GPA back to good standing?)
   - Make a direct connection to the circumstance and the effect on academic performance (how long were you affected, what work in what courses was affected?)
   - Temporary circumstances may call for a simpler plan
   - Severe and ongoing circumstances should be addressed with personal adjustments, support systems and resources (LSS, MSI, Tutoring, Study Hours, Discussion Sections, Disability Resources, EOP, Major Advising, Career Center, etc.)

TIPS
- Include factual detail and avoid dramatizing the situation
- Be specific where possible (dates, times, etc.)
- Begging, pleading, flattery, promising, and blaming should not be part of a formal appeal letter
- Do not overstate feelings, simply state them as fact
- It is harder to write a shorter letter than a longer letter, but concise information is appreciated
- Proofread for grammar and spelling errors
- Keep copies of all letters and documentation that you send and receive