

**University of Wisconsin-La Crosse**  
**Appealing Your Ineligible to Return Status**

**APPEAL LETTER FORMAT**

*Date*

*Student Name*  
*Street Address*  
*City, State Zip*  
*Telephone Number*  
*Email address@uwlax.edu*

**Subject: Request for Readmission to UW-La Crosse**

**Dear Dean's Appeal Committee:**

*Paragraph 1:*

CONTENT of this section: please describe the following:

- a. What has contributed to your poor academic performance?

*Paragraph 2:*

CONTENT of this section: please describe the following:

- b. How will you improve your performance this coming semester?

*Paragraph 3:*

CONTENT of this section: please describe the following:

- c. What major/academic program do you intend to pursue?

*Closing Paragraph*

**Respectfully,**

*Student Name*  
*Student ID #*