

Scholastic Appeal Petition Guidelines

If you are an Idaho State University student filing a Scholastic Appeal and have completed the first three steps of the process, you will need to fill out a Petition Form. More details about the full appeal process can be found in the [Student Handbook](#), starting on page 13.

In our experience, a well written appeal will include the information listed below. It is essential to keep your language and tone professional, content-focused, and specific. While there is no limit to the number of pages you can attach to your form, a few paragraphs are enough to cover the relevant points clearly and concisely. Before writing your appeal, take some time to review relevant University policies, reread your syllabus, and develop an outline for your written content.

Appeal Content Suggestions

- Explain what you are appealing—i.e., grade, program removal, action of a faculty member, etc.
- Describe the circumstances involved or the reason for your appeal. Be specific and include relevant dates and times, demonstrating how your situation developed.
- Clearly articulate your understanding of, and responsibility for, what went wrong. We don't expect students to be perfect, but we do want you to learn from the experience and to be able to problem-solve ways to meet similar challenges in the future more successfully. It is helpful to share extenuating circumstances that impacted you that were beyond your control, but taking ownership for the things within your control shows a level of maturity we want to see in our students. Acknowledging what you could have done differently in this situation demonstrates your ability to reflect and grow as a student and as a person.
- Outline a clear plan for future academic success. It's important to be specific about your plan. What kinds of resources (on and off campus) will you utilize to aid your success? What kinds of skills will you need to develop to be successful, and how will you gain those skills? Who will you go to for support or guidance in the future? What other changes have you already made to set yourself up for success? Be as specific as possible.
- We understand that students are not always proud of the factors or situations that led to their need to write an academic appeal letter, but honesty goes a long way. Your willingness to be open and vulnerable about your mistakes or decisions demonstrates sincerity to the readers of your appeal.
- Relate what you did to try to resolve this issue before it necessitated an appeal. Did you speak to a faculty member? When did you speak with them, what was discussed, and what was the outcome? Did you utilize other resources? What efforts did you make to resolve the issue?
- Clarify what you hope the final outcome of the appeal to be.
- Describe any attachments you are including with your letter, highlighting their importance to your situation.