

[Your Name]
[Home Address]
[City, State Zip]

[Today's Date]

Academic Standards Committee
ATTN: Academic Suspension Appeal
CLASS, West Virginia University
PO Box 6212
Morgantown, WV 26506

Dear Academic Standards Committee:

[Short introduction paragraph, including your name, student ID#, MiX e-mail address, and purpose of the letter]

[Explanation of what extenuating and extraordinary circumstance(s) that happened and prevented you from earning the minimum GPA needed to avoid academic suspension]

[Explanation and documentation of actions or interventions currently being implemented to ensure future academic success]

[Closing remarks, summary, or thank you]

Sincerely,

[Sign here for letter sent by mail or fax]

[Your name]

Enclosures: [You must submit and attach documentation that supports your extenuating circumstances, as explained above. Failure to attach documentation may result in your appeal not being reviewed. "Enclosures:" section is only included if other documentation is included with the letter]