Jane Smith

1111 East 11th Street

Brooklyn, NY 12345

April 23, 2015

To Whom It May Concern:

 I am writing to you to appeal my recent dismissal from the nursing program. I am a motivated and conscientious student, and have always put my entire effort into my classes. However, due to extenuating circumstances, I was unable to complete Professor Jones’s Pharmacology course during the past two semesters. At the time, I was pregnant, and was experiencing several complications that caused me to become very ill. Despite the physical difficulties that I was experiencing, I considered my schoolwork to be top priority and tried my best to excel in class. However, this proved to be too difficult for me in my situation.

Since my dismissal from the program, Professor Jones has stopped teaching at the institution due to numerous student complaints regarding deficiencies in teaching method and personal consideration for students’ well-being. Furthermore, I had repeatedly inquired Professor Jones regarding my progress in the class, and she had always told me I was doing well. I was naturally shocked when, despite her claims that I was excelling at the class, she gave me a failing grade. I sincerely believe that had my professor been more effective as a teacher, I would have been able to succeed at the class despite my difficult situation.

Currently, I have fully regained my health and am confident in my abilities to excel at my studies. I have always been extremely conscientious regarding my schoolwork, and am now all the more eager to make my studies at the program a top priority for myself. I am responsible, self-motivated, and caring, attitudes that will assist me in succeeding both as a student and, in the future, as a nurse.

I am hopeful that, in light of the extenuating circumstances surrounding my dismissal, the program committee will decide to reinstate me within the program. If need be, I am available to further discuss this in person. I can be contacted at 111-222-33333.

Sincerely,

Jane Smith