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Open

Student Contract for Academic Improvement

Student Name _____
Class _____
Teacher _____
Date _____

Nature of Concern:
____Attendance ____Failed exam ____Missed exam ____Behavior

____Missing Homework ____Other: _____

Current Course Grade: _____
Grade I would like to get: _____

Barriers to My Academic Success:

____Poor time management
____Poor grades on tests in spite of hours spent preparing
____Lack of preparation
____Incomplete class notes
____Not asking questions when I don't understand
____Poor attendance
____Personal Concerns
____Other: _____

Course of Action:

<u>Service</u>	<u>Resource</u>	<u>Date</u>
Tutoring	After School Program	
Daily check sheet	Through Migrant Services	
Health Consultation	School Nurse	
Other		

Dates by which I will implement the plan: _____
I hereby agree to abide by the terms of this plan:

Student Signature: _____
Date: _____

Migrant Signature: _____
Date: _____

Parent(s) Signature: _____
Date: _____



To,

Henry Cooper

Dean

Subject: Letter to make academic appeal

Respected Mr. Cooper,

This letter is in regards to the recent decision taken by the management of your university rejecting my admission for pursuing Masters in Business Administration. I would like to make an appeal against it as I believe that I meet the criteria to seek admission in your university for the particular course.

I received a letter from your end on 1st of June 2012 stating that my application is rejected as my admission test marks were less by two percent of the cut off decided by the University. I have always been a meritorious student and performed brilliantly throughout my academic career. I have also secured excellent grades in my graduation exams. I am confident that I had performed well in the admission test and deserve more marks. Thus I would like to appeal for a recheck.

I request you to consider my appeal and look into the matter. I am again enclosing my graduation mark sheet and would be looking forward to a reply from your end.

Regards,

Hardy Jones

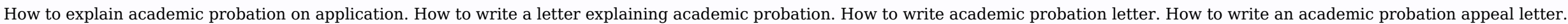


Mr. John Doe
Dean of Admissions
XYZ University
Anytown, USA
Dear Mr. Doe

I accept full responsibility for my sub-par academic performance and admit it was due to my poor judgment. Due to my father's illness and inability to work I was forced to increase my hours at work to help support the rest of my family. I incorrectly assumed I would be able to carry my full load of courses while maintaining a full-time work schedule. The problem was compounded by my failure to inform my professors when I realized I was having difficulties. I was aware that my performance in all of my classes was slipping but felt that with a good performance during finals I would be able to compensate. In this, I also judged incorrectly and as a result, received an academic suspension.

Although I have never been at the top of my class, I have always given my best effort and prior to last semester had experienced no difficulties. My personal problems have been resolved as my father's insurance claims have all cleared, and the benefits he will receive will make up for the income my family will lose if I am readmitted. I am aware of the benefits of having a degree from XYZ University will give me and deeply wish to continue my education here. I have matured and learned my lesson last semester. If readmitted I will give my full effort to my studies, and should I encounter problems I will take immediate steps to ensure there is not a repeat of last semester. Thank you for the time you have taken to consider my readmission to XYZ University.

Sincerely
Joe Smith

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