



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION



RAPHAEL O. WHEATLEY SKILL CENTER *Post-Secondary Career & Technical Education Institute*

Dr. Mario Francis, Principal
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APPENDIX F

INVOLUNTARY SEPARATION FROM PROGRAM FORM: Appeal Form

Name: _____ Student ID#: _____ Date: _____

Home Address: _____

Mobile Phone#: _____ Email address: _____

In order to be considered for reinstatement as a “Student in Satisfactory Standing” at the Raphael O. Wheatley Skill Center, you must submit a letter of appeal. It can be submitted via United States Postal Service, Email or in person directly to the Principal or Instructor.

Mail to: Academic/Performance Probation Appeals Committee
Raphael O. Wheatley Skill Center
P.O. Box 9337
St. Thomas, USVI 00801

Emailed to: Principal Mario Francis • mario.francis@vide.vi

Upon receipt of your appeal letter, the committee will convene, and has 10 school days to respond. The committee may choose to meet with you in person to ask questions, and give you the opportunity to verbally explain the information provided in your letter. Within 10 days after that meeting you will receive a response via email as to whether or not you have been reinstated and any terms/conditions you must meet and/or maintain.

You must attach this cover page to your letter, write and sign the letter yourself: no one else can prepare your appeal on your behalf. Include any documented evidence that supports your appeal.

To help you write an effective letter, here is a sample letter (found on the internet) explaining how to write the letter, what needs to be included and why, as well as outlining the type of information you may want to include.

In the first paragraph remember to include the course and instructor's name, school year, the semester's begin and end dates for which you are appealing. Note that a successful appeals letter demonstrates an understanding of what went wrong, takes responsibility for performance, outlines a clear plan for future success and conveys points made honestly and sincerely.

SAMPLE APPEALS LETTER

Format: Elements:

The elements found in typical business letters are:

- A. Full mailing address of the sender
- B. Date on which letter is written
- C. Address of person to whom letter is addressed
- D. Subject line
- E. Salutation
- F. Body (the main message)
- G. Complimentary closing
- H. Signature line (be sure to sign your letter)
- I. Enclosures, supporting documents

The model below uses all the elements from the list. The overall layout is a matter of personal choice. The text of the model letter is exceptionally brief. Most appeal and request letters require a page or two.

Dear Committee,

I am writing to request an appeal of the dismissal decision. There were several factors that contributed to my academic progress. Important questions to address:

- ¹ What circumstances/life situations affected your studies (*e.g. family or life hardships, health, disability, etc.*)?
 - ² How did this impact your academic performance (*studying, going to class, test-taking, time management, hours spent on school work, etc*)?
 - ³ What changes did you make this past quarter?
 - ⁴ How did these changes impact your academic performance?
 - ⁵ What grades do you think you need in your courses to get into good academic standing?
 - ⁶ What resources might help?
 - ⁷ What barriers prevent you from being in good standing?
 - ⁸ How can you negotiate these barriers?
 - ⁹ Is this reasonable at this time?
 - ¹⁰ Thank you for taking the time to consider my request. Please contact me by phone or email. Sincerely, Your signature Peter Anteater
 - ¹¹ Signature line (*be sure to sign your letter*)
 - ¹² Enclosures (*use to note any additional documentation you provided*)
- cc: (*List anyone you copied on the letter*)

Content and Tone:

While the appearance of a letter is important, the content and tone will determine whether the letter really does its job. Review any relevant policy and pay particular attention to what the decision maker needs to know to consider an appeal or request. That is the information which should be included in your letter.

Opening Statement:

The first sentence or two should state the purpose of the letter clearly. *For example:*

- *I am writing to appeal my current dismissal status...*
- *I am writing to request a review of a recent decision...*
- *I am writing to appeal my current disciplinary status, and to apologize for my involvement in the floor crawl which led to my being placed on notice. I realize that what seemed harmless fun to me was actually a danger to my health and the health of others. I sincerely regret my actions that night....*

Be Factual:

Include factual detail but avoid dramatizing the situation. *For example:*

- *In late October I was diagnosed with tonsillitis. I was sick for over a week, and missed most of my mid-term exams.*
- *NOT "In late October after feeling really sick for a few days I finally dragged myself to Student Health..."*

Be Specific:

If an appeal or request depends on particular facts which the decision maker will want to verify, therefore be specific. *For example:*

- *I missed a test on January 23, because I flew to San Francisco on October 19 for my grandfather's funeral and returned only on October 24. I enclose the airline receipt and can provide further corroboration if that would be helpful.*
- *NOT "I had to attend a funeral out of town so I missed the test on January 23."*

Documentation:

Include any documentation required by policy or needed to substantiate your claims. If documentation is being sent by a third party, state that with details. *For example:*

- *I have included verification of attendance at LARC workshops (or previously turned in copies of attendance at LARC workshops)...*
- *Dr. A., my father's physician has agreed to write to you about this matter....*

Stick to the Point:

Don't clutter your letter with information or requests that have no essential connection to the main message

Do Not Try to Manipulate the Reader:

Threatening, cajoling, begging, pleading, flattery and making extravagant promises are manipulative and usually ineffective methods. *For example:*

- *If you give me a chance to continue my studies, I promise to work really hard, get rich, and donate a million dollars to the University....*

How to Talk About Feelings

It is tempting to overstate the case when something is important to us. When feelings are a legitimate part of a message, own the feeling, and state it as a fact. *For example:*

- *When I saw my grade, I was very disappointed.*

Be Brief

It is more work to write a good short letter than a long one. Busy decision makers appreciate the extra effort.

Avoid Errors

A letter will make a better impression if it is typed; free of spelling and grammar mistakes; free of slang, and placed in the right sized envelope. BUT it is much more important to meet deadlines and state the purpose clearly than to submit a letter which is completely error-free.

Keep Copies

Until the matter is settled, keep copies of all letters sent or received, as well as relevant documents and forms.