

APPEAL TEMPLATE

OPENING

- Your name, student number and contact information.
- Name or title of the person or committee that reviews the appeal.
- Object of your appeal, e.g. “appeal of grade for Misc 101.”
- Date of the appeal.

INTRODUCTORY STATEMENT

Clearly state your purpose. For example, “Dear (Dr. or Professor), I am appealing my final grade in MISC 101.” Or “I am appealing to drop MISC 231 late without financial or academic penalty.”

EXPLANATION

Provide an explanation of the procedural or medical/compassionate circumstances relevant to your situation and the appeal you are making.

- Be specific and factual. Stick to the point and do not include material that does not connect to your request.
- In a grade appeal, indicate the reasons why you think the grade should be higher.
- In a procedural appeal, refer to the relevant policy and include supporting documentation about the procedural problem and its effect on your situation.
- In an appeal for medical/compassionate circumstances, make a direct connection between these and their effect on your academic performance or ability to complete work. Where relevant, include what steps you’ve taken to deal with the situation (for example, consultation with a health professional).
- Include supporting documentation. If a third party is sending documentation separately, say so in your appeal and indicate their name and when the documentation should be expected.
- You may have emotions about your situation. If so, state them as fact, without overstating.

REMEDY

If the remedy is not already implied by the type of appeal (e.g. grade appeal, appeal of a requirement to withdraw), include the remedy (solution) you are seeking.

Future plan

If applicable, accept responsibility where it is due. Demonstrating you have learned from the situation sends a positive message to the reader.

If applicable, include a plan for achieving academic success. For example, if you appeal a requirement to withdraw from UVic, indicate what changes you will make to be successful in future studies. If asking to defer work because of illness, indicate expected timeline for completion.

CLOSING

Thank the reader for considering your request.

If you are attaching documents, list them on the relevant form. (If there is no form, list them at the bottom of your statement.) Sign the appeal.