

## **TEMPLATE – LETTER INFORMING OF APPEAL DECISION**

### **NOTE:**

This letter is to the Student from the Chair of the Appeal Committee. Please consult with the appropriate policies and procedures prior to contacting the student.

The items identified below comprise the essential items that should be included in the decision letter to the student.

The template is organized so that the letter will be clear and contain the necessary information for the student.

Each heading contains information that should be included in the letter and there are samples of text that you may wish to use or edit slightly for your own purposes. The headings themselves SHOULD NOT be included in your final letter.

### **1. Prepare your letter on official letterhead of the office of the author of the letter. Include in the heading the following details:**

*[Date]*

*To: Student Name  
Student Address*

*And to: Respondent Name  
Respondent Address*

*And to: Advocate or Spokesperson  
Address*

*Student Number*

*Delivery Option (e.g. registered mail, pdf letter via UofM email and hard copy via mail)*

*Dear \_\_\_\_\_:*

*Re: An appeal by Student Name submitted on [date]*

### **2. Summarize the matter being appealed:**

*A panel of the Name of Committee (“the Panel”), met on [Date of appeal hearing] to hear an appeal submitted by Student Name (“the Appellant”) against the decision of the Decision Maker (“the Respondent”) dated [Date of decision letter] appealed to deny the Appellant restate issue being appealed.*

*The Appellant based his/her appeal on:*

- *State grounds for the appeal. There may be more than one ground. Refer to written appeal submission for this information.*

3. Summarize the position of the Appellant, including pertinent details from the Appellant's written submission, and from their oral submission at the hearing, if any.
4. Summarize the position of the Respondent, including pertinent details from the Respondent's written submission, and from their oral submission at the hearing, if any.
5. Summarize the factors that led to the decision. It may be helpful to consider the comments made by the Panel for each of the grounds of the appeal. Include reference to any policies or procedures which were followed in making the decision and how they applied to the facts. Include reference to the right to appeal, number of days to submit appeal, appeal policy and procedure and the services provided by Student Advocacy.

*The Committee carefully considered the written submissions and oral arguments of the Appellant and the Respondent and had the opportunity to ask questions of both parties.*

*Summary of factors and decision.*

*It is therefore the decision of the Committee to grant/deny the Appellant's appeal.*

**If denied, include the following:**

*You do have the right to appeal this decision, and if you wish to do so, you can submit an appeal to the [COMMITTEE] within [X] working days of the date of this letter. You may wish to contact Student Advocacy, 520 University Centre (204-474-7423) for advice and assistance. A copy of the [RELEVANT APPEAL POLICY AND/OR PROCEDURE] can be obtained from [OFFICE NAME] or online at [LINK].*

**6. Sign letter and identify where copies are sent:**

*Yours truly,*

*[Your name]*

*[Your title]*

*cc. Susan Gottheil, Vice-Provost (Students) (If discipline appeal)  
Neil Marnoch, Registrar (if discipline appeal)  
, [Dean or Department Head], [Faculty/Department of Registration]*