

Student Advocacy  
Appeal Letter Outline

Date

Person  
Position  
Address

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

1. I am requesting/appealing.....
2. State the grounds and refer to supporting documentation.
3. Explain the problem leading to the appeal or request.
4. For appeals, explain how the administrative or academic decision has disadvantaged you as a student.  
  
For requests, state how not having the request granted will disadvantage you as a student.
5. State what resolution you would prefer and why. Are there alternative resolutions to suggest?
6. Thank them for consideration of your request. Timeline?
7. State that you will appear at a hearing, or meeting, if necessary. Indicate that your Student Advocate has your permission to be copied on all documentation regarding this matter. Also, if any meetings or hearings are to be scheduled, indicate that you would like the decision maker to contact your Student Advocate when determining availability for meeting or hearing times.

Sincerely,

Name  
Student Number  
Address  
Phone Number  
Email

Encl.  
c.: Student Advocacy