Student Advocacy
Request/Appeal Letter Outline

Date
Person
Position
Address

Dear __________________:

1. I am requesting/appealing…
   a. Here you need to be explicit about what you are asking for.
      i. Readmission, time extension (how much?), academic assessment, dismissal from a program, etc.

2. State the grounds and refer to supporting documentation.
   a. Typically, this is either medical or compassionate grounds
   b. If you have any documents which support your request, you should mention what those are

3. Explain the problem leading to the appeal or request.
   a. Here you should include a step-by-step explanation of what happened
   b. This should be presented in time order.
   c. You need to explain your circumstances in terms of your academics and the effect that your difficulty had on your ability to be successful
   d. Describe your decision making process and why you took the action that you did.
   e. You need to include information about what, if any, steps you took to remedy the situation.

4. Talk about how things are going now. What is different from then to now? What have you done to ensure things will not be the same in the future? Have you taken any formal steps to address the challenges you faced in the past? Have you sought professional help?

5. State how not having the request/appeal granted will disadvantage you as a student.

6. State what resolution you would prefer and why. Are there alternative resolutions to suggest?

7. Thank them for consideration of your request. Timeline for response?

8. Indicate that your Student Advocate has your permission to be copied on all documentation regarding this matter.

Sincerely,

Name
Student Number
Address
Phone Number
Email

Encl.
c.:   Student Advocacy