

Appeal Letter Template

Name  
Student Number  
Date  
UW Email

To whom it may concern,

Paragraph 1: Purpose of your letter

*The introduction should give a brief overview of your case. Why are you writing this letter? What decision are you appealing and who made this decision? What outcome are you hoping to achieve by filing an appeal? Only include information pertinent to your case such as the individual/committee you are appealing against, their action/decision involved, the term which this event occurred, etc.*

Paragraph 2: The facts of your case

*The second paragraph should give a detailed, chronological description of events which led to your situation. Be sure to address what happened, when, where, and who was involved. Be clear and specific. This will likely be the longest portion of your letter, try not to overwhelm the reader with unnecessary details which are not pertinent to your case.*

Paragraph 3: Your grievance

*Now that you have explained all the events leading up to your appeal, you should address why specifically you are filing an appeal. This is where you may go into detail about the nature of your complaint and the grounds which your appeal is based on (your appeal will not be successful unless you can establish one of the required grounds for appeal). What impact has this situation had on you (personal, professional, academic, mental/physical health, long-term, short-term, etc.)? Why is it important that your situation be resolved? What solution do you hope will come from this? What future consequences might this situation have on you or other students if it is not resolved?*

Conclusion

*Finally, be sure to address any supporting documentation you have included, what it is and why it is important to your case. You may also go into detail about any witnesses which are pertinent to your hearing. Reaffirm the importance of your case and its impact on your life. Be sure to thank the reader for taking the time to read through and consider the details of your appeal.*

Sincerely,

Name

## Appeal Letter Checklist

Be sure to keep the following in mind when writing your letter:

- Your letter should be no more than 2 pages in length
- Your content should be clear, concise and pertinent to your case
- Maintain a professional and polite tone
- Be factual and honest: avoid dramatization of events, do not include false information
- Avoid use of manipulation: threatening, begging, pleading, flattery and exaggerated promises are not effective
- Be open about how this situation has impacted you (emotionally, financially, physically, academically, long-term, short-term, etc.)
- Avoid spelling/grammar errors, slang, jargon, etc.
- Keep copies of your letter, forms, and all supporting documentation
- You have clearly established one of the following grounds for appeal:
  - a) there was a fundamental procedural error seriously prejudicial to the student; or
  - b) there was clear evidence of bias in a hearing or decision; or
  - c) significant new information relevant to the case that was not available through diligence prior to the decision has been discovered; or
  - d) inadequate weight was given to the evidence provided; or
  - e) the severity of the penalty imposed exceeds the nature of the offence for reasons identified by the student;AND the outcome of the case at the original hearing might have been substantially affected by any of the above circumstances.