

Draft Policy 70 Letters

Policy 70A – Petition Letter

- What rule are you seeking exception from?
- What extenuation circumstances require that you be granted an exception?
- Have you included any supporting documentation? Why?
- What would you like the outcome of your petition to be?
- To what extent are you responsible for the situation you've found yourself in? Is the situation out of your control?

Policy 70B – Grievance Letter

- Which policy do you believe has been violated?
- Who violated the policy?
- How was policy violated?
- How has it affected you?
- Were you discriminated against or mistreated? How?
- What would you like the outcome of your grievance to be?
- What additional documentation have you provided?

For both letters:

- Opening statement clearly identifying what exception you're asking for and for when (what term)?
- Chronological outline of events and circumstances leading up to the current situation, provide enough detail to clearly show how the circumstances are beyond your control, but be broad enough that your letter is clear and easily readable
- An outline of how circumstances have progressed *since* the term in question (i.e. has the situation improved? Has the student sought academic support/counselling, or developed a plan for future action?)
- Strong grievance letters should maintain a similar structure, but should focus on explaining why the decision taken was unfair, and the impact of the decision upon the student

Policy 72 – Appeal Letters

- Your letter of appeal must demonstrate one of the following conditions:
 1. A fundamental procedural error in the original case that harmed the student;
 2. Evidence of bias;
 3. Significant new evidence;
 4. Inadequate weight given to original evidence; or
 5. Severity of the penalty imposed exceeds the nature of the offence.
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