

## Appeal Letter Guidelines

The appeal process usually involves writing a letter to the university administration. This letter is fundamental to the success of your case! To ensure that you write a good appeal, follow the guidelines below – but keep in mind that your letter must be unique and will vary depending on your case.

**Once you have drafted your letter,  
send it to the Student Rights Centre (cde-src@uosu-seuo.com) to get some feedback.**

### The Essentials

Make sure the following appears at the beginning of your letter:

- Your name
- Your student number
- The date
- The recipient's contact information

**Don't know who you're writing to?  
The Student Rights Centre will direct you to the right recipient  
when your letter is sent for feedback.**

### The Content

Here is how we recommend constructing your letter:

- Paragraph 1: Reason for your letter  
The very first sentence should answer the following questions: *Why are you writing and what are you asking for?*  
Make sure to include all pertinent information: course code, professor's name, semester, etc.
- Paragraph 2: Facts  
Explain what happened. *Be factual and write chronologically!*  
Keep in mind that a stranger will read your letter and you should not assume that they know you and your situation.  
State which supporting documentation you are providing (medical documents, death certificates, etc.)
- Paragraph 3: Arguments  
*Argue your case!* Why do you deserve to have your appeal granted? Are there any academic regulations that support your request?  
Explain the consequences that a negative decision would have on your academic career and personal life. *What will happen to you if they refuse?*
- Optional  Paragraph 4: Special requests  
Offer a solution, or suggest other resolutions.

### Closing

Make sure the following appears at the end of your letter:

- End with a formality (i.e.: Sincerely)
- Your name and signature must appear at the bottom
- List the number enclosed documents

*See Back for a Letter Example  
(facts are completely fictional)*

## Appeal Letter Example

Susan Susanna  
Student # 1234567  
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Ottawa, Ontario M2P 9K5  
Ssusa069@uottawa.ca

**November 25, 2018**

Mrs. Janice Power,  
Administrator of Undergraduate Programs  
Faculty of Arts  
University of Ottawa  
Via email: arts@uottawa.ca

### **Re: Permission to drop ENG 3375**

Dear Mrs. Power,

**(Reasons for Letter)** I am writing this letter to ask for special permission to drop the course ENG 3375 “Critical Theory”, held within the fall semester of the 2018 academic year, even though the November 16, 2018 deadline has passed.

**(Facts)** Due to very special circumstances, I have been unable to drop this class on time. Professor David Ryerson handed back the second mid-term for this course on November 6, 2018. It was then that I was notified of the fact that I had failed the mid-term. However, I have not been able to attend the class since.

**(Facts)** I have, for a long time, had a serious medical condition that has required many surgeries. On November 6, 2018 I had a routine surgery scheduled with Dr. Gary Louis. He provided me with a note that you will find attached, attesting to my appointment and medical condition. My surgery had many unforeseen complications and I had to stay in the hospital for two (2) weeks. You will also find a letter from the hospital confirming my stay. I was on medication and could not think much about school due to the pain. When I finally got out of the hospital, on November 20, 2018, I realized that I had missed the drop date.

**(Arguments)** It is because of circumstances that were out of my control that I missed this deadline. I am a third year student and cannot afford to get an incomplete or a failure on my transcript, for I am planning to further my education by applying for a Master’s Degree. An incomplete or failure would greatly affect my chances of being accepted. I have worked hard during my studies at the University and plan to take a summer course to replace the one I am hoping you will let me drop.

**(Closing)** I will be happy to answer any questions you might have. Thank you for taking time to review my request.

Sincerely,

Susan Susanna (*Sign above*)

Encl:

- Medical note from Dr. Gary Louis
- Statement from the Ottawa General Hospital