

SAMPLE APPEAL LETTER

There is no substitute for a clear, succinct letter accompanied by substantiating documentation.

Student's name: _____ Student Number: _____
Home Faculty: _____ Telephone/ _____
Mailing Address: _____ E-mail _____
(please notify us _____
if this address _____
changes)

If you have missed the application deadline state why that deadline should be waived and provide supporting documentation.

Explain clearly what Faculty Committee decision you are appealing, what you are asking SAC to do for you, and what the grounds are for your appeal (new evidence or procedural irregularity).

Provide the new evidence and explain why you were unable to provide it at an earlier stage in the process. Or provide evidence of which procedure was not followed correctly.

State whether or not you will attend the hearing if leave to appeal is granted, and whether you will bring a representative.

Example:

- I was unable to meet the 30 day deadline for appealing because (state reasons clearly and provide documentation to establish a case of 'special circumstances'.)
- I am appealing the decision of the Faculty of _____ denying my request for (retroactive withdrawal/ deferment of examination etc.)
- The grounds for my appeal are (new evidence: medical note that I was unable to obtain previously due to..., or procedural irregularity: the Faculty did not follow the procedure as stated in the undergraduate calendar, pg. 72 etc ...)
- I am attaching a (medical form for ... / travel documents showing that ...)
- I would like SAC to (allow me to repeat AS/ECONXXXX etc.)
- If leave to appeal is granted (I will not be able to attend/ I would like to attend the hearing.)

(signature) _____ Date: _____