

Sample college level appeal letter

Date

University Contact information

[Name]

[position]

[address]

Dear Sir or Madam:

First paragraph: Briefly explain the issue and what you want (1-2 sentences)

[I am writing this letter to request to appeal student's dismissal from the masters in science program. See Exhibit 1. (attach letter/email received from institution)]

Second paragraph: Provide a brief roadmap that outlines your reason for the appeal. (1-2 sentences)

[The following are examples of grounds for an appeal:

The reason that I am appealing is because:

- *The university failed to provide disability related accommodations resulting in dismissal;*
- *The university failed to follow its own procedures before making a decision to dismiss me;*
- *I was not provided with a copy of the universities procedures and did not know that _____;*

Next paragraphs: Provide a brief explanation and support documents.

On [Date], I was notified that I had been accepted to the Master in Science Program for the Spring 2018 term. The acceptance required me to complete twelve units, at a GPA of 3.0 or higher. See Exhibit 2.

On [Date], I met with the Institution Disability Office and requested accommodations, including one on one aid, note taker, time and a half exam time, etc. See Exhibit 3.

On [Date], I provided the appropriate paperwork to the institution in order to received ADA-based accommodations due to my disability. See Exhibit 4.

[Describe how you were denied accommodations and the impact. State your facts in chronological order to make it easier for the reader to understand when the denial of disability related accommodations happened. Furthermore, after you have outlined the major facts, then support those facts with wrongful actions by faculty, information for accommodations based on law and student handbook, and lastly any information that shows all steps you (the student) took to receive the accommodations but the institution failed to provide.]

[At the end, discuss how this impacted you e.g. resulted in a lower grade.]

[Example: I was never provided with a fair opportunity to demonstrate that with disability related accommodations, I would be able to meet the minimum requirements to maintain academic good standing. Had I been provided with my accommodations in the form of _____, I would have been able to achieve the minimum requirements for the program because _____.]

For the reasons outlined above, I am appealing your decision to dismiss me from the program.

Sincerely,
