

## APPEAL LETTER TEMPLATES

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To assist students with formatting their appeals, the following templates have been developed to help ensure all the necessary information is included and is shared in a clear and concise format during the appeal process.

These templates should only be used as an optional resource after reviewing the requirements and procedure of the Academic Appeal Policy and Procedure:

- [Academic Appeal Policy](#)
- [Academic Appeal Procedure](#)

### PLEASE NOTE:

As a student submitting an appeal, you are responsible for conducting your own research on the required information and steps to submit an appeal under the Academic Appeal Procedure and shall not rely solely on CSI or resources provided by them.

These templates do not guarantee your appeal will be successful and they are only provided as an optional support resource to assist you with your appeal. No guarantees are made about the information contained in this resource to be free of errors and omissions. The outcome of appeals is unpredictable, and CSI does not have control or responsibility over the outcomes of the Academic Appeal Procedure.

## THINGS TO KEEP IN MIND BEFORE APPEALING

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Here are some key things to keep in mind before proceeding with submitting an appeal:

- You should not appeal solely because you are unhappy with the academic decision you've received. Your appeal must be for a procedural error or a significant medical event.
- It is recommended to include evidence to support your appeal, if evidence is available.
- Students and faculty are expected to attempt to solve the issue informally before proceeding with a formal appeal.
- You must represent yourself in the appeal process. You cannot have someone else represent you.
- The appeals process is limited to academic outcomes only. Financial concerns are not within its scope.
- Ensure your justifications are clear, precise, and polite. They should be based on facts and avoid financial and emotional pleas.
- You are welcome to consult with a third party about your appeal, such as a Student Success Advisor.

## APPEAL SUBMISSION TEMPLATES BY TYPE:

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- [Academic Integrity Violation Appeals](#)
- [Final Course Grade or Specific Evaluation Appeals](#)
- [Academic Promotion Decision Appeals \(Discontinuance, Denied PLAR, etc.\)](#)

## ACADEMIC INTEGRITY VIOLATION

For support with an academic integrity violation appeal, review the [Guide to Appealing an Academic Integrity Violation](#).

This guide has been developed by the Academic Integrity Department of Conestoga College. Any questions about the guide should be directed by email to [AcademicIntegrity@conestogac.on.ca](mailto:AcademicIntegrity@conestogac.on.ca)

Additionally, the following links and resources may be helpful related to Academic Integrity:

- [Academic Integrity Policy](#)
- [Academic Integrity Procedure](#)
- [Academic Penalties for Academic Integrity Violations](#)
- [Conestoga's Academic Integrity Resources](#)

## FINAL COURSE GRADE OR SPECIFIC EVALUATION APPEAL

### **Step 1: Email to Professor**

Subject: [Course Code & Section Number] Academic Appeal

Body:

Hello Professor [Professor Name],

My name is [insert your name] and my student number is [insert your student number].

I am writing to request an appeal regarding [the final grade posted on my student portal/the grade posted on eConestoga for (assignment name)] received on [date] for [insert course code, title, and section]. I believe my appeal meets the criteria of [INSERT CRITERIA] mentioned in the Academic Appeals Procedure.

I am appealing the grade because [insert argument in a detailed and respectful manner]. In support of my argument, I have included the following documentation [name of documentation/files/emails/photos/etc.] to show that [explain how the evidence supports your appeal].

Based on this information, I am requesting [explain your desired outcome].

I look forward to your response regarding my appeal request.

[Sincerely/Regards/Respectfully/Thanks]  
[insert name]

### **Step 2: Escalation to Chair through the Academic Appeal Form**

1. Access the Academic Appeal Request form on the Student Portal. To do this, sign in to the Student Portal, then select “Services” > “My Forms” > “Sign In” (if needed) > “Start Process” (top left corner) > “Academic Appeal Request” - Start.
2. Some fields will be automatically completed, including:
  - a. Student Number
  - b. First Name
  - c. Last Name
  - d. Email
  - e. Program
  - f. Program Code
3. Select the Final Course Grade or Evaluation Grade for the “Appeal Type”
  - a. If you choose “Evaluation Grade” you will need to provide:
    - i. The evaluation name
    - ii. The evaluation’s due date/test date
    - iii. The date the grade was received.
4. Select the “Course Number” from the drop-down menu that is related to the final grade or specific evaluation you are seeking to appeal.

5. The Course Title, Section, and Instructor Name should automatically be filled in.
6. Select the “Criteria” for your appeal (Procedural Error or significant Medical Event)
  - a. If you select “Procedural Error,” you will receive 2 text boxes to complete.
    - i. Textbox 1: Please describe the procedural error that occurred and explain why your appeal meets the criteria for consideration.

1. Template Answer:

I believe my appeal meets the criteria of **[INSERT CRITERIA]** mentioned in the Academic Appeals Procedure.

I am appealing the grade because **[insert argument in a detailed and respectful manner]**. In support of my argument, I have included the following documentation **[name of documentation/files/emails/photos/etc.]** to show that **[explain how the evidence supports your appeal]**.

- ii. Textbox 2: Please describe your desired appeal resolution (what would happen if your appeal was approved).

1. Template Answer:

Based on this information, I am requesting **[explain your desired outcome]**.

2. Sample outcomes include:

- a. A decision for your professor to re-evaluate your work.
    - b. Receive an alternative assessment for you to complete.
    - c. A decision to change the grade to an “I” (incomplete), and allow you to complete specific assignments.
    - d. A decision to change the grade to a “W” (withdraw), and allow you to be withdrawn from the specific course without academic penalty.
    - e. A decision for the removal of an academic integrity violation from your record and that any impacted grades be reinstated.

- b. If you select “Significant Medical Event,” you will receive 3 textboxes to complete.

- i. Textbox 1: Please describe how the medical condition/medical incident impacted your student success.

1. Template Answer:

The medical condition/incident that has affected my success in this course is **[insert medical condition/incident]**. This condition has impacted my ability to succeed because **[insert impact of medical condition/incident]**.

**OPTIONAL:** In support of my appeal, I have included the following documentation **[name of documentation files]** to

show that [explain how this documentation supports your medical condition/incident].

- ii. Textbox 2: Please describe how the medical condition/incident may have prevented you from seeking accommodations or carrying out specific actions like withdrawing from a program or dropping a course. (If you did seek accommodations or carry out specific actions, please outline them below and provide supporting documentation on the next tab.)

1. Template Answer (**Choose based on your situation**):

The medical condition/incident prevented me from seeking accommodations or withdrawing/dropping a course because [insert how the medical condition/incident prevented you from seeking accommodation/withdrawing/dropping the course].

**OPTIONAL:** I have included the following documentation [name of documentation files] to support this and show [explain how this documentation supports your claim that you were unable to seek accommodation/withdraw/or drop the course].

OR

I attempted to [seek accommodations/withdraw/drop the course], but [explain why you were unsuccessful and outline how you attempted to seek accommodation/withdraw/drop the course].

**OPTIONAL:** I have included the following documentation [name of documentation files] to support this and show [explain how this documentation supports your claim that you sought accommodation/withdrawal/or dropping the course].

- iii. Textbox 3: Please describe your desired appeal resolution (what would happen if your appeal was approved)?

1. Template Answer:

Based on this information, I am requesting [explain your desired outcome].

2. Sample outcomes include:

- A decision for your professor to re-evaluate your work.
- Receive an alternative assessment for you to complete.
- A decision to change the grade to an "I" (incomplete), and allow you to complete specific assignments.

- d. A decision to change the grade to a “W” (withdraw), and allow you to be withdrawn from the specific course without academic penalty.
  - e. A decision for the removal of an academic integrity violation from your record and that any impacted grades be reinstated.
- 7. After completing all the required fields on the first tab of the Academic Appeal Request Form, click “Next (Documentation).”
- 8. Upload “Documentation from Faculty Communications.” This should be a copy of the emails between you and your faculty/professor from Step 1 of the appeal process.
- 9. Upload any and all supporting documents you have related to your appeal. Examples of supporting documents you may want to include based on your individual circumstances include:
  - a. Assessment Instructions & Rubrics
  - b. Assignment Submissions
  - c. Email Communications
  - d. Course Outline
  - e. College Policy or Academic Handbook Reference
  - f. Medical Documentation (not required, but if submitting, it must be signed and dated by a medical professional)
- 10. **Confirm all required information has been added, files uploaded, and you have proofread your submission before pressing submit. You will not be able to edit your submission.**
- 11. Your Chair will have 5 business days to respond. Their response and the outcome of this step of the appeal procedure will be sent to your Conestoga College email.

### ***Step 3: Escalation to Dean/Executive Dean through the Academic Appeal Form***

- 1. If you are unsatisfied with the result from the Academic Chair or you have not received a response within 5 business days, you can proceed to Step 3 of the appeal procedure to appeal to the Dean/Executive Dean. You will have 5 business days to contact your Dean/Executive Dean from the date of the response or lack of response from your Academic Chair.
- 2. To start Step 3, access the Academic Appeal Request form by clicking the link in your email that you received with an update about the status of your appeal or sign in to the Student Portal, then select “Services” > “My Forms” > and access your previously submitted appeal form.
- 3. To see the decision, reason, and any relevant comments, proceed to the “decision – step 2” tab
- 4. To escalate to the Dean/Executive Dean, proceed to “documentation – step 3” tab.
- 5. You will have one text box to complete, focused on the justification to escalate your appeal.
  - a. Template Answer:

I believe my appeal meets the criteria of **[insert criteria]** mentioned in the

Academic Appeals Procedure. I am escalating my appeal to Step 3 because [insert justification for why you are escalating to the Dean and do not want to accept the outcome provided by the Chair].

I am appealing the grade because [insert argument in a detailed and respectful manner, include any new evidence and explain how it supports your appeal]. In support of my argument, I have included the following documentation [name of documentation/files/emails/photos/etc.] to show that [explain how the evidence supports your appeal].

**\*\*This page will look the same regardless of whether you are submitting based on a procedural error or a significant medical event.\*\***

6. If needed, you can upload any additional documentation to support your justification through the “upload” button.
  - a. You do not need to re-upload the same documents. Any documents you have previously attached will automatically be connected to your submission.
7. Type your name into the “student’s signature” box.
8. **Confirm all required information has been added, files uploaded, and you have proofread your submission before pressing submit. You will not be able to edit your submission.**
9. Your Dean will have 5 business days to respond. Their response and the outcome of this step of the appeal procedure will be sent to your Conestoga College email.

#### ***Step 4: Escalation to College Level Appeal through the Academic Appeal Form***

1. If you are unsatisfied with the result from the Dean/Executive Dean or you have not received a response within 5 business days, you can proceed to Step 4 of the appeal procedure to request an appeal hearing. You will have 5 business days to submit your appeal hearing request from the date of the response or lack of response from your Dean/Executive Dean.
2. To start Step 4, access the Academic Appeal Request form by clicking the link in your email that you received with an update about the status of your appeal or sign in to the Student Portal, then select “Services” > “My Forms” > and access your previously submitted appeal form.
3. To see the decision, reason, and any relevant comments, proceed to the “decision – step 3” tab
4. To escalate to the College Level, proceed to “documentation – step 4” tab.
5. You will have one text box to complete, focused on the justification to escalate your appeal.
  - a. Template Answer:

I believe my appeal meets the criteria of [insert criteria] mentioned in the Academic Appeals Procedure. I am escalating my appeal to Step 4 because [insert justification for why you are escalating to a college level hearing and do not want to accept the outcome provided by the Chair/Dean].

I am appealing the grade because [insert argument in a detailed and



respectful manner, include any new evidence and explain how it supports your appeal]. In support of my argument, I have included the following documentation [name of documentation/files/emails/photos/etc.] to show that [explain how the evidence supports your appeal].

**\*\*This page will look the same regardless of whether you are submitting based on a procedural error or a significant medical event.\*\***

6. If needed, you can upload any additional documentation to support your justification through the “upload” button.
  - a. You do not need to re-upload the same documents. Any documents you have previously attached will automatically be connected to your submission.
7. Type your name into the “student’s signature” box.
8. **Confirm all required information has been added, files uploaded, and you have proofread your submission before pressing submit. You will not be able to edit your submission.**
9. Your Dean will have 5 business days to respond. Their response and the outcome of this step of the appeal procedure will be sent to your Conestoga College email.
10. If your appeal is accepted to the College Level, the Office of the Registrar will follow up with you with further resources.



## ACADEMIC PROMOTION DECISION (DISCONTINUANCE, DENIED PLAR, ETC.)

**\*\*Academic promotion decisions begin at Step 2 of the Academic Appeal Process\*\***

### ***Step 2: Appeal to your Chair through the Academic Appeal Form***

1. Access the Academic Appeal Request form on the Student Portal. To do this, sign in to the Student Portal, then select “Services” > “My Forms” > “Academic Appeal Request”.
2. Some fields will be automatically completed, including:
  - a. Student Number
  - b. First Name
  - c. Last Name
  - d. Email
  - e. Program
  - f. Program Code
3. Select either “Discontinuance” or “Other Academic Promotion Decision as the Appeal Type
4. Select the “Criteria” for your appeal (Procedural Error or significant Medical Event)
  - a. If you select “Procedural Error,” you will receive 2 text boxes to complete.
    - i. Textbox 1: Please describe the procedural error that occurred and explain why your appeal meets the criteria for consideration.
      1. Template Answer:

I believe my appeal meets the criteria of **[INSERT CRITERIA]** mentioned in the Academic Appeals Procedure.

I am appealing **[insert academic promotion decision]** because **[insert argument in a detailed and respectful manner]**. In support of my argument, I have included the following documentation **[name of documentation/files/emails/photos/etc.]** to show that **[explain how the evidence supports your appeal]**.

- ii. Textbox 2: Please describe your desired appeal resolution (what would happen if your appeal was approved).
      1. Template Answer:

Based on this information, I am requesting **[explain your desired outcome]**.

2. Sample outcomes include:
      - a. A decision for your professor to re-evaluate your work.
      - b. Receive an alternative assessment for you to complete.
      - c. A decision to change the grade to an “I” (incomplete), and allow you to complete specific assignments.
      - d. A decision to change the grade to a “W” (withdraw), and allow you to be withdrawn from the specific course without academic penalty.

- e. A decision for the removal of an academic integrity violation from your record and that any impacted grades be reinstated.
- b. If you select “Significant Medical Event,” you will receive the 3 text boxes to complete.
  - i. Textbox 1: Please describe how the medical condition/medical incident impacted your student success.
    - 1. Template Answer:

The medical condition/incident that has affected my success in this program is **[insert medical condition/incident]**. This condition has impacted my ability to succeed because **[insert impact of medical condition/incident]**.

**OPTIONAL:** In support of my appeal, I have included the following documentation **[name of documentation files]** to show that **[explain how this documentation supports your medical condition/incident]**.

- ii. Textbox 2: Please describe how the medical condition/incident may have prevented you from seeking accommodations or carrying out specific actions like withdrawing from a program or dropping a course. (If you did seek accommodations or carry out specific actions, please outline them below and provide supporting documentation on the next tab.)
  - 1. Template Answer (Choose based on situation):

The medical condition/incident prevented me from seeking accommodations or withdrawing/dropping a course because **[insert how the medical condition/incident prevented you from seeking accommodation/withdrawing/dropping the course]**.

**OPTIONAL:** I have included the following documentation **[name of documentation files]** to support this and show **[explain how this documentation supports your claim that you were unable to seek accommodation/withdraw/or drop the course]**.

OR

I attempted to **[seek accommodations/withdraw/drop the course]**, but **[explain why you were unsuccessful and outline how you attempted to seek accommodation/withdraw/drop the course]**.

**OPTIONAL:** I have included the following documentation [name of documentation files] to support this and show [explain how this documentation supports your claim that you sought accommodation/withdrawal/or dropping the course].

iii. Textbox 3: Please describe your desired appeal resolution (what would happen if your appeal was approved)?

1. Template Answer:

Based on this information, I am requesting [explain your desired outcome].

2. Sample outcomes include:

- a. A decision for your professor to re-evaluate your work.
- b. Receive an alternative assessment for you to complete.
- c. A decision to change the grade to an “I” (incomplete), and allow you to complete specific assignments.
- d. A decision to change the grade to a “W” (withdraw), and allow you to be withdrawn from the specific course without academic penalty.
- e. A decision for the removal of an academic integrity violation from your record and that any impacted grades be reinstated.

5. Click “Next (Documentation)” after completing all the required fields on the first tab of the Academic Appeal Request Form.

6. Upload any and all supporting documents you have related to your appeal. Examples of supporting documents you may want to include based on your individual circumstances include:

- a. Assessment Instructions & Rubrics
- b. Assignment Submissions
- c. Email Communications
- d. Course Outline
- e. College Policy or Academic Handbook Reference
- f. Medical Documentation (not required, but if submitting, it must be signed and dated by a medical professional)

7. **Confirm all required information has been added, files uploaded, and you have proofread your submission before pressing submit. You will not be able to edit your submission.**

8. Your Chair will have 5 business days to respond. Their response and the outcome of this step of the appeal procedure will be sent to your Conestoga College email.

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3. To see the decision, reason, and any relevant comments, proceed to the “decision – step 2” tab
4. To escalate to the Dean/Executive Dean, proceed to “documentation – step 3” tab.
5. You will have one text box to complete, focused on the justification to escalate your appeal.
  - a. Template Answer:

I believe my appeal meets the criteria of **[insert criteria]** mentioned in the Academic Appeals Procedure. I am escalating my appeal to Step 3 because **[insert justification for why you are escalating to the Dean and do not want to accept the outcome provided by the Chair]**.

I am appealing the grade because **[insert argument in a detailed and respectful manner, include any new evidence and explain how it supports your appeal]**. In support of my argument, I have included the following documentation **[name of documentation/files/emails/photos/etc.]** to show that **[explain how the evidence supports your appeal]**.

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6. If needed, you can upload any additional documentation to support your justification through the “upload” button.
  - a. You do not need to re-upload the same documents. Any documents you have previously attached will automatically be connected to your submission.
7. Type your name into the “student’s signature” box.
8. **Confirm all required information has been added, files uploaded, and you have proofread your submission before pressing submit. You will not be able to edit your submission.**
9. Your Dean will have 5 business days to respond. Their response and the outcome of this step of the appeal procedure will be sent to your Conestoga College email.

#### ***Step 4: Escalation to College Level Appeal through the Academic Appeal Form***

1. If you are unsatisfied with the result from the Dean/Executive Dean or you have not received a response within 5 business days, you can proceed to Step 4 of the appeal procedure to request an appeal hearing. You will have 5 business days to submit your appeal hearing request from the date of the response or lack of response from your Dean/Executive Dean.
2. To start Step 4, access the Academic Appeal Request form by clicking the link in your email that you received with an update about the status of your appeal or sign in to the Student Portal, then select “Services” > “My Forms” > and access your previously submitted appeal form.

3. To see the decision, reason, and any relevant comments, proceed to the “decision – step 3” tab
4. To escalate to the College Level, proceed to “documentation – step 4” tab.
5. You will have one text box to complete, focused on the justification to escalate your appeal.
  - a. Template Answer:

I believe my appeal meets the criteria of **[insert criteria]** mentioned in the Academic Appeals Procedure. I am escalating my appeal to Step 4 because **[insert justification for why you are escalating to a college level hearing and do not want to accept the outcome provided by the Chair/Dean]**.

I am appealing the grade because **[insert argument in a detailed and respectful manner, include any new evidence and explain how it supports your appeal]**. In support of my argument, I have included the following documentation **[name of documentation/files/emails/photos/etc.]** to show that **[explain how the evidence supports your appeal]**.

**\*\*This page will look the same regardless of whether you are submitting based on a procedural error or a significant medical event.\*\***

6. If needed, you can upload any additional documentation to support your justification through the “upload” button.
  - a. You do not need to re-upload the same documents. Any documents you have previously attached will automatically be connected to your submission.
7. Type your name into the “student’s signature” box.
8. **Confirm all required information has been added, files uploaded, and you have proofread your submission before pressing submit. You will not be able to edit your submission.**
9. Your Dean will have 5 business days to respond. Their response and the outcome of this step of the appeal procedure will be sent to your Conestoga College email.
10. If your appeal is accepted to the College Level, the Office of the Registrar will follow up with you with further resources.