

Final Grade Review/Appeal Letter Template

This appeal submission example is based on a more detailed account that students have provided in the past. The length and sections in your appeal document are completely up to you. Make it work for your unique situation by omitting, including, or adding any relevant sections. There are no guarantees that by using this format that it will result in a successful application, but its inclusion with your application could increase your chances of success.

Letter Template:

Office of the Registrar (or the specific chair/faculty that you are addressing depending on situation)
Mount Royal University
4825 Mount Royal Gate SW

[Insert Date]

RE: [Student Name], Final Grade Review/Appeal (Choose one of those)

To whom it may concern:

Introductory Statement (Optional)

A brief summary of the areas you're going to address from the subtitles below: academic history, life circumstances, other factors, concluding statements.

General Notes: (Optional)

Whatever you feel may be helpful in general for people seeing your appeal to know, consider including it here. These topics are often considered in coming to a final decision in student situations.

Academic/Life Circumstances:

There are times when life gets in the way of academic success. There are relationships between life circumstances and academic success which can be helpful in setting up a student for success in future. Sharing these experiences does not dismiss the choices students made, but it can provide a context and opportunity for solution development when dealing with these circumstances in future. There are also times where you can do everything right, but there were extenuating factors, or conflict with your instructor that could lead to needing to file an appeal.

- What was going on in your life at the time?
- Were there any extenuating circumstances you were dealing with while you were completing

coursework? (i.e. death of a relative/close friend, car accident, utility disconnection, family conflict, risk of homelessness, new diagnosis (visible or invisible condition), financial hardships, health concerns, witness or experience of violence or trauma: abortion, racism, hate crime, harassment, sexual violence, etc.)

- If yes to the above question, consider submitting a letter of support with your appeal from a physician or registered mental health professional you were seeing at the time these circumstances took place. **NOTE: It is up to you what you want to recommend your doctor/mental health professional to share about you. You can be as general or as specific as you are comfortable with sharing.**
- Did you have a conflict with your professor during the semester?
- Do you believe that there may be an unfair grading bias against you?

Other factors:

Often there are additional factors which arise in a student's life which may be helpful for the person coming to a decision on your case. Below are some example questions students could address in an appeal letter:

- Do you experience a disability or condition that you *do or do not* receive academic accommodation for?
- Did your experience of this disability or condition contribute to your situation? If yes, how did it contribute to it?
- When were you diagnosed? How much have you learned about your experience of the condition since being diagnosed? What support have you sought out to support you with the experience of your disability or condition(s)? (i.e. Accessibility Services, counselling, regular doctor's visits, psychiatric care, physical therapy, medical education/workshops)
- Were there any age, cultural, or language factors that contributed to the development of events in your history or in the past semester? If yes, please explain the contribution of this factor to your situation.
- How many courses do you have left to complete your degree?
- When are you planning to graduate?

Closing Notes

Sometimes students want to summarize what they've said or talk about future goals related to career, and academic success. Whatever you want to say here is completely up to you. Consider some of the following questions to construct this section:

- What are your goals moving forward if your appeal was successful?
- What are your career goals?
- What are the consequences for you if the appeal were not approved?

Sincerely,

Insert physical signature

Your Name

Your MRU student ID# XXX XXXXXX

Your Phone Number

Your Email Address

Prepared by the Student Advocacy Resource Centre, 2023-2024

☐ 403-440-8779 ☐ advocacy@samru.ca

