

Letter template for appealing an academic misconduct outcome decision

[Your Name]

[Your Student ID]

[Date]

Dear [Appeals Committee/Authority],

Subject: Appeal Against [Decision/Grade/Dismissal]

I am writing to formally appeal the decision regarding my academic misconduct [decision/penalty/dismissal] dated [date of decision]. I would like to request a review of this decision based on the following grounds:

[Reason for Appeal: Provide a detailed explanation of why you believe the decision should be reconsidered. Include any new evidence, extenuating circumstances or errors that you believe were made in the original decision.]

To support my appeal, I have attached the following documents:

- **[List attached documents,** for example, medical certificates, supporting letters, evidence of extenuating circumstances.]

I am fully aware of the [insert name of institution] policies and understand the gravity of this appeal. I am committed to adhering to the institution's academic standards and policies. I believe that reconsidering my case will allow me to demonstrate my dedication to my studies and to achieve my academic goals.

Thank you for your time and consideration. I look forward to your positive response.

Yours sincerely,

[Your Signature] (if submitting a hard copy)

[Your Name]