

Letter Guidelines for an Appeal to the Senate Appeals Committee

If your initial request is denied by your Faculty, you can file an appeal with the SAC. Please note that you must submit your appeal within the **10 business days** following your reception of your Faculty's decision. You must submit your appeal by sending an e-mail at the following e-mail address: uosec.appels@uottawa.ca. Here is a link to the full procedure: <https://www.uottawa.ca/administration-and-governance/senate/committees/senate-appeals-committee/procedure-for-an-appeal-to-the-senate-appeals-committee>.

Once you have drafted your letter, send it to the Student Rights Centre (cde-src@seuo-uosu.com) to get some feedback.

The Essentials

Make sure the following appears at the beginning of your letter:

- Your name
- Your student number
- The date

The Content

Here is how your letter can be constructed:

- Section 1: Reasons for your letter and remedy sought
The very first sentence should answer the following questions: *Why are you writing and what are you asking for?*
- Section 2: Facts
Explain what happened. *Be clear and write chronologically!*
Keep in mind that a total stranger should be able to understand your situation by reading your letter.
State which supporting documentation you are providing (medical documents, death certificates, etc.)
- Section 3: Arguments
Argue your case! Why do you deserve to have your appeal granted?
Explain the consequences that a negative decision would have on your academic career and personal life. *Why should the SAC make an exception for you?*
- Section 4: Action plan
Explain how you will succeed academically in the future if the SAC grants your appeal. For example, if your appeal concerns a mandatory withdrawal, outline how you will organize your time and seek means to ensure your academic success (make a time table, drop certain engagements, get a tutor...). *Be specific*

Closing

Make sure the following appears at the end of your letter:

- End with a formality (i.e.: Sincerely)
- Your name must be written at the bottom
- State the number of documents enclosed

Attachments

Make sure to submit the following documents along with your letter:

- All the documents that you submitted to your Faculty (i.e.: original letter of appeal and medical documents)
- The decision from your Faculty
- Any new relevant documents such as an updated medical certificate

Appeal Letter Example for an Appeal to the Senate Appeals Committee

Mohammad Al-Ariki
Student ID: 1234567
45 Abbey Road
Ottawa, Ontario M2P 9K5
Malar034@uottawa.ca

September 4, 2018

Senate Appeals Committee
Office of the Secretary-General
University of Ottawa
By e-mail: uosec.appels@uottawa.ca

RE: Appealing the decision of the Telfer School of Management regarding a mandatory withdrawal

Members of the Committee,

(Reasons for Letter): I am writing to appeal the decision of the Telfer School of Management regarding its decision to withdraw my program of study because of an unsatisfactory cumulative grade point average (CGPA). More specifically, I ask you to allow me to remain in my program of study even though my CGPA was unsatisfactory following my first year of studies.

(Facts): On June 1, 2018, I sent a request to the Appeal Committee of the Telfer School of Management to ask to remain in my program of study despite having obtained an unsatisfactory CGPA following the first year in my program. In its decision, the School of Management indicated that my request was denied because the Committee did not find sufficient grounds to grant my request.

(Arguments): I do not understand why the School of Management did not find sufficient grounds to grant my appeal since I provided them with ample medical evidence that demonstrated that I was recently diagnosed with a medical condition. As I mentioned in my appeal to the School of Management, I had difficulties throughout the 2017-2018 academic year. For this reason, in April 2018, I consulted a doctor at the University of Ottawa Health Services. The doctor I saw suspected that I had a learning disability therefore, he referred me to a specialist.

After months on a waiting list, I finally met a specialist on July 15, 2018. Following this appointment, I was diagnosed with a medical condition. The specialist also concluded that I should be benefiting from various academic accommodations in order to negate the adverse impact of my medical condition. I therefore communicated with the Student Academic Success Service (SASS) – Academic Accommodations to meet with a Learning Specialist. Following the meeting with my Learning Specialist, various academic accommodations were put in place (please see the list of these accommodations attached to this letter).

(Action Plan): Now that I have been diagnosed with a medical condition and that I have accommodations in place, I feel confident that I will be able to succeed academically. To put it simply, I strongly believe that my past academic results are not indicative of my true academic capabilities.

I therefore respectfully ask you to overturn the decision of the Appeal Committee of the Telfer School of Management and allow me to remain registered in my program of study even though my CGPA was unsatisfactory following my first year of studies. I would be very grateful if you were able to grant my request.

(Closing): I thank you for taking the time to review my request and I will remain available to answer any questions that you may have.

Sincerely,

Mohammad Al-Ariki

Encl.: - Original Appeal to the Telfer School of Management
- Decision from the Telfer School of Management
- Confirmation of Registration with SASS-AA
- Confirmation of Academic Accommodations Letter