

Academic disciplinary appeal letter template

Subject: Appeal Against Academic Disciplinary Decision

Dear [Dean/Professor Name],

I am writing to formally appeal the disciplinary action taken against me on [date] concerning [specific incident or academic issue]. I believe there were mitigating circumstances and information that were not fully considered during the initial review.

I respectfully request a review of the case and an opportunity to present my explanation to the academic committee. I am committed to maintaining academic integrity and ensuring compliance with university policies.

Sincerely,

[Your Name]

[Student ID / Department]

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