

Example C

Sample Letter to Student: Results of Appeal

(date)

(student's name)

(address)

(city, state, and zip code)

Dear _____,

At its scheduled and properly noticed meeting on (date), after consideration of your request for readmission and the record related to that request, the faculty of the Department of _____ approved the following motion by a recorded vote of (results of vote).

"That the request of _____, for readmission to the Department of _____ be *denied/approved*."

The Department's decision was based upon its finding that (state findings).

Sincerely,

_____, Chair
Department Name

cc: Dean of the Graduate School
Associate Dean, Graduate School
Dean of the School/College
Professor
Appeals Committee

