

Example B

Sample Letter: Notice of Hearing to Student
(On Department letterhead)

(Date)

(Student's name)
(Address)
(City, State, Zip code)

Dear _____:

Your request of (date), for an appeal of your grade in course number _____, (Name of Course), has been received. The Department Appeals Committee will hear your appeal at (time) on (date), in (building and room number).

For your information, in the Department of _____, the Appeals Committee consists of the following individuals:

Professor _____

Professor _____

Professor _____

Professor _____

Professor _____

Professor _____

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I have enclosed a copy of the Department Appeals Procedure approved by the faculty. At the meeting, you will be given an opportunity to present your point of view concerning this appeal. The Committee also will request the course instructor to do the same.

(Include as appropriate) As you requested in your letter of (date of letter), the meeting will be "Closed" in accordance with Sec. 19.85 (1) (f) Wisconsin Statutes.

Please send the supporting evidence for your appeal (e.g., syllabus, papers, class log, etc.) to me as soon as possible. If you have any questions regarding this procedure, please do not hesitate to contact me.

Sincerely,

Department Chair

cc: Associate Dean, Graduate School
Dean (academic unit)
Appeals Committee Members