

## Montclair State University

### How to Prepare a University Appeal

#### A quick checklist of what the letter should contain if you choose to file an appeal

The appeal itself should be approached like a position paper.

- Appeals usually run one and a half to two pages in length, but there is no limit for how long it can be. In general, if they go much longer than two pages, it is easy for the writer to lose sight of his or her points.
- The first thing you should do when writing an appeal paper is to brainstorm a list of every reason why the appeal should be granted. Each reason should be a clear, concise, succinct sentence. These reasons should relate to one of the three grounds for appeal:

**1. There was substantial and prejudicial failure to follow procedures.**

**2. The student can provide evidence that the sanction was unduly severe.**

**3. The student has additional evidence that was not available at the time of the hearing.**

- The paper should have an introductory paragraph, three or four paragraphs in the main body, and a conclusion. In the introduction, you should introduce yourself also explain the grounds of your appeal. The introduction should end with a brief statement of why your appeal should be granted.
- In the body, you should state on what grounds the appeal merits (must be one of the three listed above) and talk about the situation from your perspective. In addition, list what you believe you believe is fair sanctioning and the reason for your decision.
- When you finish the main body, you should then write your conclusion. The conclusion should briefly restate your reasons why the appeal should be granted.
- The paper should be typed. If you have access to a word processor with spell checking, make use of it. Reread your paper, and make sure that you catch and correct any grammatical mistakes (incomplete sentences, subject/verb agreement, etc). The paper should have your name in the upper right hand corner, and the date right under your name. It should also list your contact information such as your University Email and cellular/home phone number. About an inch or so down the page, you should have the title centered. The title should be **Appeal of Sanction**.
- Please be as informative as possible so the appellate officer can see your view of the incident. *The review of an appeal does not automatically constitute a meeting with the appellate officer.* If the appellate officer needs more information or clarification, they will contact you to arrange a meeting.

