

Statement of Circumstances

Date: [Insert Date]

To: [Insert Name of the Academic Integrity Office or Relevant Authority]

From: [Insert Your Name]

Student ID: [Insert Your Student ID]

Course Name: [Insert Course Name]

Subject: Appeal Against Academic Misconduct Decision

Introduction

I am writing to formally appeal the decision regarding the academic misconduct allegations made against me. I acknowledge the seriousness of this issue and would like to present my circumstances for your consideration.

Background

On [Insert Date], I was notified of the allegations involving [briefly describe the nature of the allegations]. I understand the importance of academic integrity and assure you that it was not my intention to breach any guidelines.

Statement of Circumstances

During the time of the incident, I faced several personal challenges that impacted my academic performance, including [briefly outline your circumstances, e.g., health issues, family emergencies, etc.]. I believe these factors contributed to my situation and are crucial for understanding my actions.

Conclusion

I respectfully request that you take my circumstances into account when reviewing my appeal. I am committed to upholding academic integrity and would appreciate the opportunity to discuss this matter further.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Contact Information]