

Student Disciplinary Action Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title/Position]

[School/University Name]

[School Address]

[City, State, Zip Code]

Subject: Appeal for Disciplinary Action Related to Grading Dispute

Dear [Recipient's Name],

I am writing to formally appeal the disciplinary action taken against me regarding my recent grading dispute for [Course Name or Code]. I believe that this action is unjust and not reflective of my performance or the situation that occurred.

On [Date of Incident], I received a [specific grade] for [specific assignment/exam] which I believe does not accurately represent my work. I have attached supporting documentation, including [list any evidence you are providing, like emails, graded assignments, etc.].

After thoroughly reviewing the grading rubric and discussing the matter with [Instructor's Name], I would like to request a re-evaluation of my work. I believe that my actions were misinterpreted, and I am committed to upholding the academic integrity policies of [School/University Name].

I kindly ask for a reconsideration of the disciplinary action placed against me and a fair review of my grade. Thank you for considering my appeal. I look forward to your prompt response.

Sincerely,

[Your Name]

[Student ID Number]