Appeal Letter Template

The text below can serve as a template for students writing their appeal letter.

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Student’s Full Name

Student ID #

UGA Email Address

Phone Number

Street Address

City, State and Zip Code

Educational Affairs Committee

Office of the Vice President for Instruction

Student Academic Services

University of Georgia

102 Memorial Hall

Athens, GA 30602

To whom it may concern:

**First paragraph**: clearly explain the semester(s) or class(es) for which you are requesting a withdrawal or grade change or other request. Be as specific as possible. You must include the date that you last attended class during the semester in which you were experiencing a hardship.

**Second paragraph**: write out the reasons for the withdrawal, grade change, or other request. Include any relevant medical information (physical health and/or mental health). Include any information about a personal hardship.

**Third paragraph**: describe any supporting documents you are including with your appeal. Include any and all related documentation as pdf attachments, or drop them off to our office or email them along with your appeal letter.

**Fourth paragraph**: IF you would like an in-person meeting with the Petitions Subcommittee, write that here. IF you would like to pick up your appeal decision when it is available instead of receiving it through the mail & email via SendFile, write that here.

Sincerely,

(Signature)

UGA Student Name