**I. Introduction**

The purpose of this Student Conduct Appeal is in response to my right under the *Manual of Policies and Procedures for Student Affairs* (MOPP) “§8-600. Appeal.” On MONTH DD, YYYY, I received a notification letter indicating that I was charged with the following violation(s): CHARGE(S). These charges were a result of DESCRIPTION. After meeting with NAME, TITLE, on DATE, I was found responsible for the aforementioned charges and provided the following sanction(s): SANCTION(S).

I am a YEAR student at The University of Texas at Tyler (UT Tyler). Currently, I am in the process of pursuing AN/A UNDERGRADUATE/GRADUATE degree in FIELD. I am appealing the LEVEL OF RESPONSIBILITY/CHARGE(S) because EXPLANATION.

**II. Rationale for the Appeal**

Text

**III. Conclusion**

Text

If you should have any questions, comments, or concerns related to “Student Conduct Appeal Regarding Case Number ##########,” I would be very happy to discuss this with you. I can be reached at EMAIL ADDRESS or PHONE NUMBER.

Sincerely,

FULL NAME

**Reminders:**

* **Do not forget to input your case number in the header and remove the pound symbol and highlighted text.**
* **Be advised that the header on page one is different than the header on the other pages. As such, you will also need to update the case number on page two.**
* **Before submitting the Student Conduct Appeal, be sure you remove the comments and reminder text.**
* **If you should need assistance, contact** [**dos@uttyler.edu**](mailto:dos@uttyler.edu) **or 903.565.5946.**