



OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

**Student's Full Name on Record - WVU Student ID #**

**WVU MIX Email Address**

**Phone Number**

**Street Address**

**City, State and Zip Code**

To whom it may concern:

**First paragraph: clearly explain the incident for which you are appealing. Be as specific as possible.**

Example: "On January 24, 2021, I was found responsible for an incident where I allegedly drank while underage. This incident allegedly took place on High Street on the night of December 20, 2021."

**Second paragraph/section: write out the reasons for your appeal.**

Example: "I should not be held responsible for this because..."

**Third paragraph/section: describe any supporting documents you are including with your appeal.**

**Include all related documentation that you would like the Appellate Officer to review.**

Example: "Medical documents, documentation of citation dismissal, etc."

**Conclusion: add any final remarks you would like the Appellate Officer to consider. Please be respectful.**

Sincerely, (Signature)

WVU Student Name

ID #