

Example of essay on
pgcc university [you
might want to expand
the acronym, looks ...

[Education](#), [Teaching](#)



[your ID number]

[your address, including city, state, and zip code]

[your phone number]

[insert letter submission date here]

[insert name of dept. chair]

Dear [formal title and last name of dept. chair];

I am a student at PGCC with one more class required [you might want to insert the name of the exact class if it is already decided] before graduating with an Associate's Degree in Psychology. I am writing this letter to contest my final grade in Social Psychology (write the course number here, but keep the brackets) taught by Professor [last name here], which I took in the [number of semester] semester.

The final exam was taken on August 12, 2013. The grades were posted on [insert exact date], and the exam was graded with 235/300 points. However, the Social Psychology professor notified me via e-mail that a testing center representative had reported me for cheating on the exam, which resulted in a deduction of those 235 points. My final grade was supposed to be an A, but because of these alleged accusations and the deduction of points earned on the final exam, my current final grade is C.

I believe it is my duty to attempt a resolution of any issues with the course instructor, but the penalty was instated immediately upon the notification of academic dishonesty. This was the first time any academic issue has been brought up against me, and I feel my current final grade does not reflect my knowledge on the subject. I was not given the opportunity to deny the allegations and present that my final exam result reflects my knowledge of

course material, so I am now appealing to you because I would like my 235 points from the final exam reinstated to receive the course grade “ A” and all allegations brought up against me removed.

According to the PCGG grade appeal procedures, I am submitting this letter within 30 days to contest the final grade. I am willing to attend a hearing on this matter, so I can respond to any questions from the hearing board members. I am also willing to demonstrate that the final grade I have received should be reviewed. Thank you for understanding the situation and for your assistance. I am looking forward to cooperating with you on resolving this matter.

Sincerely,

[if you are submitting a hardcopy, add a handwritten signature here to make it look more formal]

[Your Full Name]