

[Student name]  
[Student ID number]  
[Student address Line 1]  
[Student address Line 2]  
[Student email]

The Executive Dean  
[Insert name of your Institute]  
Federation University Australia  
PO Box 663  
Ballarat, VIC 3353

[Date]

To the Executive Dean,

Re: [Restricted Program/Exclusion/Suspension]

**(Introduction)**

My Name is [student name] and I am a [domestic/international] student studying [program name] at [teaching location]. I am currently completing my \_\_\_\_ year of study. I am writing to explain why I should not be [placed on a restricted program/excluded from my program/suspended from my program].

Outline what the impact would be on you of being excluded, suspended, or having a restricted program, and state your commitment to completing the program.

**Reasons for Academic performance**

My results have been impacted by (outline what has contributed to you results)

Outline what has happened in your life that has impacted on your study and grades and explain how much this has impacted. If you have had multiple unsatisfactory semesters, you should address what happened this semester, and the previous semesters that you were impacted in.

Examples of issues that you might outline include personal, financial, health and mental health issues. You should refer to any evidence you have provided for these events.

You can also include any academic skills that you are having trouble with, such as paraphrasing or assessment planning.

**How I will improve my academic results**

If allowed to continue with my studies, I will implement the following (add your plans)

Detail *how* and *why* your performance will improve if allowed to continue with your studies. Explain the steps that you have taken or are planning to take to improve your circumstances and academic results. If there have been changes to your situation, you should also outline these in this section. Think about the issues that you described in the section above, make sure you include information about how each issue has been or will be addressed.

You need to show how you will be in a better position next semester to successfully pass your studies, this means that being as descriptive and detailed as possible about your plans is helpful. Examples of strategies to consider include:

- Seeing a Counsellor
- Receiving medical treatment
- Working with Learning Skills Advisors or Academic support staff
- Speaking Disability Services and organising a Learning Access Plan if you are eligible
- Changes to your living situation, personal relationships
- Changing jobs or reducing work hours
- Accessing Special Consideration if issues crop up during the semester

We also suggest including a study plan to show how you plan to organise and manage your time in the coming semester, this should include your classes, time for working on assessments, time for study and revision, work, family commitments, leisure. If you have your assessment information for the coming semester (check Moodle) you could even write out all your assessment deadlines and include a brief plan of milestones to complete your assessments.

**List of supporting documents**

(Include a list of any evidence or documents that you will attach with your appeal)

Thank you for considering my case.

Yours faithfully,

[Student name]

[Student number]