



APPEALING AN EXCLUSION OR SUSPENSION

Step 1 – Read the letter and understand why you’re being excluded/suspended

If it is for academic progress reasons, please continue reading - if it's for [Academic](#) or [General](#) Misconduct, please visit our dedicated webpages.

Step 2 - Contact Student Advocacy

We can support you throughout this process in a number of ways, including:

- Helping you understand why you have received the letter
- Discussing what has impacted your studies, and making suggestions and relevant referrals to support your future success
- Helping you to draft your appeal letter and understand what kinds of evidence you should include

Please [make an appointment](#) to discuss this with us as soon as possible.

Step 3 - Write your appeal

You can appeal a notice of exclusion or suspension by writing a letter explaining why you should not be excluded or suspended from your program.

In the letter you need to outline what has impacted on your current studies, and what you intend to do to make sure that you don't find yourself in this situation again. Essentially, the Institute needs to be confident that you understand what has gone wrong in the past, and be satisfied that it will not happen again. This could either be that the personal circumstances that impacted you no longer apply, or that you have taken action to minimise their impact in future. Some examples of the kinds of actions you could take include:

- Reducing the number of hours you are working
- Attending PASS sessions to support your studies
- Registering with the Disability and Learning Access unit to negotiate reasonable study adjustments

To assist you in preparing an exclusion or suspension appeal letter please read the [\(Students\) Regulation](#) and use our [letter template](#) to help you structure your appeal

Step 4 - Compile your evidence

You will need to include with your submission copies of any documents that you think are relevant to your case. If you do not submit any evidence, your appeal is unlikely to succeed. Examples include statutory declarations, letters of support from a medical professional, academic transcripts, special consideration forms, study plans.

We can assist students to draft and proofread letters before they are submitted.

Step 5 - Submit your appeal

Your appeal can be written on a separate Word document, but it must be accompanied by this [Appeal Submission form](#).

Your form, letter and supporting documentation should be sent to the Executive Dean of your Institute using the relevant address in the table below.

If you are not sure which Institute you study with, this will be listed at the bottom of the letter you received.

Institute	Email address
Institute of Health and Wellbeing	health.appeals@federation.edu.au
Institute of Education, Arts and Community	educationarts.appeals@federation.edu.au
Institute of Innovation, Science and Sustainability	iiss.appeals@federation.edu.au

If you require assistance or more information regarding unsatisfactory progress you can [contact us](#).

*Working day - means an ordinary business day of the University (excluding weekends, public holidays or days on which the University is officially closed, eg. Christmas close-down)

