

Suspension/Exclusion Appeal Letter Structure

Name
Address
Phone Number
Email Address
Student Number

The Re-Enrolment Appeal Committee
STAR – Student Lifecycle
UNSW Sydney 2052

Date

Dear Sir/Madam,

Section One (one paragraph)

Provide an initial summary of the reason(s) for your appeal (such as personal, health, academic issues).

Section Two (no more than two paragraphs)

Outline the nature of the problem(s) and how it/they have impacted on your studies. This section can be laid out in sub-headings with short explanations referring to your supporting documentation.

Section Three (no more than five paragraphs)

Provide an explanation of how you have (or intend to) rectify the problem(s), or address the issue(s), so that your studies will not be affected in future; you should do so by outlining what steps you will take and what changes you will make, or have made, to ensure that you will be successful in your studies should you be allowed to continue with your studies.

For example, you have sought academic advice and have reduced your study load to two courses, you intend to work less hours during the following term, you intend to improve your study skills, you have made an appointment with the appropriate support service. This section can be laid out in sub-headings and you should refer to the supporting documentation you provide to demonstrate the steps you have already taken.

These are examples only and will not be applicable to every student. The Committee want you to demonstrate that you have considered and acknowledged the reasons why you have not made satisfactory progress, and that you have identified and implemented changes that you believe will improve your performance going forward.

If you are in the final year of your degree, please tell us the number of units of credit, and which courses you intend to study, in each of your remaining terms in order to complete your degree.

Your sincerely,

Student Name
Student Number