|  |  |
| --- | --- |
| **Channel** | **Content** |
| Show Cause – Exclusion (Campus)  **EMAIL:**  From - noreply.   Cc - AcadDiv Appeals  Cc – Course Coordinator.   Cc – AEC where appropriate  LETTER:   Contact –   Chair AcadDiv Academic Progress Committee, AcadDiv Appeals, Course Coordinator.   Signed -   AcadDiv Dean.    Attachment A –  Appeal Process (Unsatisfactory)  Attachment B – Contact Details Confirmation | **From:** noreply@federation.edu.au  **To:** <Student Email Other>,  <Student Email Fed> *(studentemail)*  **CC:** <Course Coordinator> *(coursecoordinator),*  **Cc:** [<School](mailto:seitps.appeals@federation.edu.au) Appeals Email> *(acaddivappeals)*  **Cc:** (*indigenouscentre*)    **Subject:** Federation University Australia - Exclusion and Right to Appeal    Dear <Student Full Name>  Your academic progress for the semester has been deemed to be unsatisfactory under the regulations of your course. Please read the attached for more information about this decision and your right to appeal.    {{acaddivlongname}}  Federation University Australia      **Attachment:** unsatisfactory\_progress\_exclusion\_letter.pdf |

|  |  |
| --- | --- |
| **Channel** | **Proposed content** |
| LETTER | <Date>  <Student Number>  <Student Full Name>  <Student Address>      **Notice of Two Year Exclusion and Your Right to Appeal**    Dear <Student Full Name>,  *(studentletterheadername)*    I am writing to inform you that your academic progress for *{{semesteryear}}* is considered unsatisfactory, according to the course requirements for the:    *{{coursename}}*   Details of your results can be found at [http://mysc.federation.edu.au/](https://mysc.federation.edu.au/psp/csprod/?cmd=login&languageCd=ENG&)   **Proposed Exclusion Period** As a result of your unsatisfactory academic progress, you now face the possibility of being excluded from your course of study for a period of up to two years.  **Next steps: Your Right to Appeal Within 20 Working Days**  You have the right to appeal by sending us a written response within **20 working days of the date of this notification letter.** You are strongly encouraged to submit an appeal if there have been special circumstances that have impacted your studies, or you have taken steps to improve your study outcomes and are committed to completing your course. We have included instructions on how to make your appeal, and what to include in your submission below.  **If you do not appeal within 20 working days, you will be excluded from your course for two years.**  We understand that receiving this letter may be distressing, and we encourage you to seek support from [university support services](http://www.federation.edu.au/counselling), or external sources.  **How to Appeal** Please [read this information](https://federation.edu.au/current-students/assistance-support-and-services/student-support-services/student-advocacy/unsatisfactory-progress) before you submit an appeal. Your appeal should consist of a completed [Appeals Submission Form](file:///C:\Users\alexkelly\Downloads\federation.edu.au\current-students\assistance-support-and-services\student-support-services\student-advocacy\forms-and-templates) and a letter (see this [template](file:///C:\Users\alexkelly\Downloads\federation.edu.au\current-students\assistance-support-and-services\student-support-services\student-advocacy\forms-and-templates)) including the following information:   1.    Reasons why you believe you should not be excluded from your studies, including an explanation of the reasons for your poor academic performance.  2.    How and why your performance will improve if allowed to continue with your studies.  3.    Any documents that support your claims.  **Assistance with An Appeal**  Student Advocacy is available to provide advice and assistance with your appeal.   Student Advocacy can assist you at any stage of the appeals process. We encourage you to start preparing a draft appeal before your first appointment with them.  You can contact them by calling +61 3 5327 6105 or [making an appointment online.](https://federation.edu.au/current-students/assistance-support-and-services/student-support-services/student-advocacy/make-an-appointment)   **Submitting Your Appeal** You can send your appeal via email to {{acaddivappealscontactemail}} or post as follows:   ATTN: Chair of the Academic Progress Committee  {{acaddivlongname}} Federation University Australia P.O. Box 663 Ballarat VIC 3353  **After you submit your appeal** Attachment A describes our appeals process in detail and forms part of this correspondence. You are currently at step 1.  If you choose to appeal, we strongly encourage you to continue with your studies and remain enrolled during the appeals process. You are entitled to continue your studies until you have exhausted all avenues to appeal outlined in Attachment A.  #Field01#  **International Students** For all onshore international students following an exclusion or suspension, the University is obliged to report this outcome to Immigration, which may affect your student visa. This will not happen until the appeals processes have been completed. Your enrolment will be maintained throughout the appeals process.   **Queries About This Letter** If you have any queries about this letter or the appeals process, please contact your {{acaddivlabel}}’s {{acaddivappealscontactdetails}}.    Yours sincerely,  <Signature scan>  <Institute Executive Dean Name>  <Institute Executive Dean Title>  <Institute>  *(signature Executive Dean)* |