

# REVIEW OF PROGRESS

## Letter template

(Date)

(Your name and ID number)

(Your address)

(Your phone number)

(Name of the College staff member you are writing to)

(Name of College committee you are responding to, e.g. College Progress Committee)

(College name)

Flinders University

Dear (insert title and name of committee contact person),

Re: Review of Student Progress proceedings

My name is xxxxxxx, ID number xxxxxxx, and I am a (insert degree name) student. I am currently in my (indicate year of study).

On (insert date) I received a 'Review of Student Progress' letter from the College, asking me to explain why I should not be precluded from further enrolment in my course.

Under the University's policies on a Review of Student Progress (<https://www.flinders.edu.au/content/dam/documents/staff/policies/academic-students/student-progress-policy.pdf>) I am writing to the College Progress Committee in response to the 'formal review of progress' letter in order to explain the issues that have affected my academic performance, and to make a case for why I should be allowed to re-enrol in my course next semester.

### Insert information Part A

Over the (last semester/the course of my degree), I have struggled to keep up with the requirements of my course because of the following issue(s):

### Insert information Part B

If I am allowed to re-enrol next semester, I believe that my results will improve for the following reasons:

### Insert information Part C

I have attached the following documents to support my statement:

- (provide a list of the documents you have attached, such as medical certificates, Access Plan, etc.)

Thank you for your attention to this matter. I am keen to continue with my studies, and I look forward to hearing back from you in due course. If you require any further information from me, please don't hesitate to contact me by mail, phone or email.

Yours sincerely,

(Your name)

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## How to write your letter

- Explain your case clearly and concisely. Be specific about people, dates and events.
- Attach copies of any relevant emails, medical certificates, official letters, Access Plan, etc., as evidence to support your argument.
- If you attach anything to your letter, remember to refer to it, and make it easy for the reader to find (e.g., "Please see the attached medical certificate dated 5th March 2016")
- Send your response by email AND send a hard copy by mail. Use your Flinders email account to ensure your email is not filtered as Trash or Junk Mail.
- Check your email account for a reply from your College to confirm that they have received your response.

### Insert information Part A

Provide background to your circumstances and your academic performance over the course of your degree.

### Insert information Part B

Explain the problems that have contributed to your unsatisfactory academic performance over the last two semester/s or the course of your degree. These could be academic, work-related, personal or financial in nature, or any combination of these.

The points below are only suggestions as everyone's circumstances are different, but your response could include:

- An outline of what has affected your performance (e.g. you have suffered physical or mental illness, you had to care for a sick family member, a family member died, you had to work more hours than you had planned at the start of the semester, you were struggling with your studies, etc.)
- An explanation of what specific impacts these issues had on your studies (e.g. you missed classes, you couldn't keep up with your assignments, you lost motivation, etc.)
- Any relevant documents that provide evidence for your arguments (e.g. a letter from your GP or other health professional, a letter from the University's Health, Counselling & Disability service, evidence of your working hours showing that they increased during the semester with little notice, etc.)

### Insert information Part B

Explain why you believe your results would improve next semester. You could include any actions you have already taken to remedy the circumstances that affected you in the first place, any factors such as illness that have now resolved, and any actions you plan to take to improve your performance next semester if you are allowed to continue.

Everyone's circumstances are different, but your response could address any of the following points, if relevant:

- Have you discussed your performance with a member of staff to understand what you need to do to improve your grades?
- Can you show evidence that your academic performance improved late in the semester, even if you didn't end up passing the topics, for example your assignment grades improved?
- Have you reduced your work hours to allow you to focus on your studies?
- Have you got support from a tutor or attended the Student Learning Centre?
- Have you got a mental health care plan from your GP?
- Has the underlying problem (e.g. illness or family crisis) resolved and therefore won't be an issue next semester?
- Will you contact the University's Health, Counselling & Disability service to negotiate an Access Plan for a disability?
- Would you like to take a break (intermission) from your studies next semester?
- Would you prefer to reduce your study load next semester?