Student Advocacy.

Free, confidential & independent.

Need advice?

How to appeal an exclusion or suspension

If you've received an exclusion or suspension letter, you can appeal the decision.
Important: You have 20 working days from the date of the letter to submit an appeal.

Step 1

Read your letter carefully

If your exclusion or suspension is based on unsatisfactory academic progress, follow the steps below.

If it relates to academic or general misconduct, please follow the process for appealing to the Student Appeals Committee instead.

Step 2

Contact Student Advocacy

You don't have to go through the appeals process alone. Student Advocacy can:

- help you understand why you've received the letter
- discuss what has impacted your studies
- suggest relevant supports and referrals
- provide information and templates to help you write your own response
- explain what kinds of evidence are useful
- review a draft of your response and give you feedback.

Make an appointment to talk to us as soon as possible.

Step 3

Write your appeal letter

Your letter should outline the specific circumstances that negatively impacted your studies (e.g. personal, financial, health or mental health issues) and what you have already done, or plan to do, to improve your situation and prevent the same issues from happening again.

For example, you might:

- reduce the number of hours you're working
- attend PASS sessions to support your studies
- register with Accessibility Services to negotiate reasonable study adjustments.

Not sure how to start? Use our **letter template**.

Step 4

Gather your evidence

You'll need to include copies of documents that will support your case, such as statutory declarations, medical letters, academic transcripts, special consideration forms and study plans. If you don't submit any supporting evidence, your appeal is unlikely to succeed.

Step 5

Submit your appeal

Complete the **Institute Appeal Submission Form**.
(Use Acrobat to edit the file rather than your browser.)

Email the form, letter and any supporting evidence to your institute's appeals email address (see below). Your student number should appear on all documents.

Address the email to the executive dean of your institute and use the subject line 'Exclusion appeal: CONFIDENTIAL'.

- **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

Not sure which institute you belong to? Email studentadvocacy@federation.edu.au to check.

Federation University