Name

Student ID
Email

Date

Chair

Academic Progress Committee

Faculty of XXX

To Whom It May Concern

**Notice of Referral and Hearing**

I am writing in response to the Notice of Referral and Hearing (NoRH) I received on date, which states that I have state reason/s, e.g. passed less than 50% of units enrolled.

I was unable to meet my course requirements due to the following:

**Personal/Academic Circumstances**

Describe in detail the personal or academic issues you faced and how these issues impacted your ability to study. You may use bullet points or subheadings.

**Plan for 2020**

Provide details of your plan to address the issues that have impacted your study in 2019. Include steps that you have undertaken or intend to undertake e.g. LILO program, MONSU clubs, library learning skills advisor, tutor, counselling, English Connect.

State if you have previously received an NoRH and explain the parts of your plan that were successful and what needs to change.

*Conclusion:* Reinforce your plan and summarise why it is important to continue studying. State how your course is important to your future. State your goals after graduation. Keep this section brief.

Thank you for your careful consideration of my case. Include any final remarks e.g. going overseas or on a trip (provide dates), unable to attend your hearing in person.

Yours sincerely,

Name

*\*Attach this statement to your Student Response Form.*

*\*\*Attach supporting documents to your Student Response Form.*

*\*\*\*Please limit to 2 pages*

*\*\*\*\*Once complete, please remove yellow highlighted text.*