

# REQUEST FOR REVIEW.

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## Example only – do not copy

Date

RE: REQUEST FOR REVIEW OF TERMINATION DECISION – SCHOOL OF MECHANICAL ENGINEERING

I wish to formally request for a review of my present terminated status.

During the course of this semester I experienced difficulty. The reasons for my poor performance were: *Keep in mind that the university will be referring to your academic history when reviewing your appeal. Explain your past situation accurately (state dates if applicable), covering from when you were placed on Conditional status till the termination notice. This could be personal, medical or financial issues.*

*Order your explanation either chronologically or in order of difficulty. Writing that “I have been through difficulties” is not enough for the assessor to understand your situation. Be specific!*

I enclose [name of documentation] to substantiate my case. *If applicable, attach supporting documents such as a medical certificate, letter from a counsellor, email conversations with staff members, etc. Ensure details such as dates and content on supporting documents are visible.*

The events that led to my poor past performance will not be repeated. *This part is very important so don't skim it! Writing “This will not happen again” or “I will try harder” and providing a timetable is not enough.*

*List the improvements you have made. What strategies have you put in place to minimise repeat of past issues? If the issue was medical or financial, how has this been resolved? Why are you confident that it will not be an issue again. Be specific!*

*What on and off campus support services can you access? If you can, link the strategies to the above difficulties to show that you are aware of how to deal with the same problems in the future.*

Thank you for taking the time to read my appeal.

*The school will base their decision on what you have submitted. The school will not contact you for more information or clarifications. Ensure that you have provided the school with everything in this submission.*

Yours sincerely,

Your Name

Your Student Number