

# STUDENT ADVOCACY

## STUDENT PROGRESS LETTER GUIDE

### Date

### Address to

Chairperson, Progress Committee or Course Coordinator  
College of [College name]  
Victoria University

**Name:** [Your name]

**ID:** [Your student ID number i.e. sXXXXXXX]

Dear Chairperson/Course Coordinator,

I am writing to explain why I have been making unsatisfactory progress in [course name] in Semester [semester number]. I would like to explain the circumstances that led to this result, as well as outline what processes I am putting in place so that I can work towards successful completion of my course.

### Main text of the letter:

Outline the main reasons for your unsatisfactory progress, and the solutions you are putting into place.

Use a business format, this not a text to a friend. Try your best to keep the letter to one page.

### Reasons

How was your academic performance affected during the semester?

- Think about what went wrong. How did this impact on your ability to study?
- List the reasons for your unsatisfactory progress in dot points.

### Examples

- First year of university
- Academic or personal circumstances
- Illness suffered by you or someone close to you
- Relationship difficulties
- Work commitments stopping you from studying successfully.

### Solutions

- Outline what you are doing (and will be doing) to resolve the issues contributing to your unsatisfactory progress.
- Make sure you come up with realistic solutions that work for both you and the University. Example: if you are working too many hours in a paid job, you could either cut down on your job or reduce your study load.

### Conclusion

This is your opportunity to reinforce the points you have made in your letter. Sign the letter and include your contact information (your VU email address and phone number). Attach copies of any substantiating documents and keep a copy of all documentation.