**Instructions**

Throughout this template you will see guidance notes in [red brackets] to help you with what to write, and other text highlighted for you to replace with the specifics relating to your situation. This is designed to help you not just write a formal letter but guide you through how to approach this in enough detail to give you the best chance at explaining your situation to the CAPC.

**Remember to delete this text box, remove the highlighting and numbered headings, and change the font to black prior to submission!**

Name

Student #

Phone

Email

Course Academic Progress Committee – Confidential  
C/- [academic-progress@unimelb.edu.au](mailto:academic-progress@unimelb.edu.au)

Faculty/School

University of Melbourne VIC 3010

Date

To the members of the Course Academic Progress Committee,

I am writing to explain the circumstances which led me to fail \_\_\_ of my subjects last semester.

**[1. Reflect on the circumstances that have affected your studies.]**

[For example, explain any issues you experienced with physical/mental health, family, financial/employment, subject selection/content – lacking necessary skills and knowledge, etc. Do refer to any supporting documentation (Attachment 1, 2, etc.) and list at the end of your letter.]

**[2. Focus on what has or will change to improve your performance in future.]**

[The purpose of the CAPC is to determine if you have the capacity to continue successfully in your course. So you need to address in very practical terms what strategies you are putting into place to demonstrate this capacity. Be specific. Your strategies need to be achievable and realistic.]

[You need to address key issues like how you are directly addressing the circumstances that affected your performance. Outline the steps you are taking to ensure you improve.]

[For example, state if you have accessed counselling or seen a GP for support with health issues and explain how this has helped you. Look at the [**Academic Skills**](https://students.unimelb.edu.au/academic-skills)website and refer to workshops you plan to attend and/or resources you have accessed to improve your study habits and skills. If you have not done this, state you will contact tutors and lecturers when you run into problems, etc. Do obtain and read your **Student Record Card** carefully for anything that relates to academic progress so you can address this too.]

**[3. What would you like the committee to allow you to do?]**

[For example, you could say that you would like the committee to allow you to continue in your course with a full subject load because …; or with a reduce subject load because …, or you would like to change your major for the following reasons …; or you would like to take a leave of absence because …, etc.]

Yours sincerely,

Your name  
Student number

**Encl../**

**Attachments**

Attachment 1 – Name of attachment (date)

Attachment 2 –

Attachment 3 –