



University of
**Southern
Queensland**

Show Cause Submission Form

This form is to be used by students who have been issued with a Notice of Intention to Exclude. Before completing this form, you may wish to consider seeking support from a [Progression Officer](#) or [Student Guild Advocacy Officer](#).

The Show Cause process allows you to present your case as to why you should not be excluded from your studies. To do this, you need to submit your Show Cause submission online via progression.management@usq.edu.au by the date outlined in your Notice of Intention to Exclude email notification.

Part A – Student Details

Student Name			
Student Number			
Program			
Student Type	<input type="checkbox"/> Domestic <input type="checkbox"/> International	Show Cause Submission Date	

Part B – Most recent academic performance

Describe in detail the circumstances that have impacted your most recent academic performance and how the circumstances affected your studies. For statements longer than 500 words, please attach a document to your submission.

For example, were there any health, family, relationship, employment issues, unexpected circumstances?

Are the circumstances still present and/or affecting your studies?

- Yes
 No

If they are still present, when are they likely to lessen? _____

Did you seek support from or apply for any of the following?

<ul style="list-style-type: none"><input type="checkbox"/> Assignment Extension<input type="checkbox"/> Career Development<input type="checkbox"/> College for First Nations support<input type="checkbox"/> Counselling (UniSQ or personal)<input type="checkbox"/> Course Examiners<input type="checkbox"/> Deferred Exam<input type="checkbox"/> Disability Services<input type="checkbox"/> iConnect<input type="checkbox"/> ICT training<input type="checkbox"/> International Student Support<input type="checkbox"/> Learning Advisors	<ul style="list-style-type: none"><input type="checkbox"/> Leave of Absence<input type="checkbox"/> Library support<input type="checkbox"/> Medical Practitioner<input type="checkbox"/> Multicultural support<input type="checkbox"/> Online study support sessions<input type="checkbox"/> Peer Support<input type="checkbox"/> Reduced Study Load<input type="checkbox"/> Referencing tools<input type="checkbox"/> Student Advisor<input type="checkbox"/> Student Guild<input type="checkbox"/> Student Support<input type="checkbox"/> Smarthinking<input type="checkbox"/> Waive of Academic and Financial Penalty
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What has changed?

Describe in detail what steps you've taken to resolve and/or plan on taking to address these issues so that your academic performance can improve next semester.

For example, sought academic support, reduced work hours, ongoing medical care, recovered from medical condition.

Part C - Supporting Documentation

Please supply any supporting documentation.

For example, medical certificate, police reports, statutory declaration, employer letter, etc.

- I have attached supporting documentation



Part D – Previous academic performance

After you were identified as a Stage 2 student and received an academic progression notification, did you:

- develop an Academic Improvement Plan (AIP) prior to the last enrolled study period?
 - Yes (please attach)
 - No
- take action to implement the strategies identified in your Academic Improvement Plan?
 - Yes
 - No

If yes, please outline the practical steps you have taken to implement the identified strategies and who have you contacted for support.

Part E – Acknowledgement

In submitting your Show Cause submission, you declare that the information provided is correct.

If your Show Cause is approved you will meet with a Progression Officer to develop or review your Academic Improvement Plan, ideally within 3 weeks but no later than prior to your next enrolment.

Signature: _____ Date: _____



Part F – Assessor (Office Use Only)

Assessor outcome options – Select ONE of the three possible outcome:

- APPROVED - Return to Stage 2 Assisted Student, engage with a Student Advisor and develop an AIP
- EXCLUDE - Standard period of 12 months
- EXCLUDE - Special period of 6 months

Where Exclusion is the outcome, please outline the rationale (this will not be included in the formal notice of Exclusion but may be required where the student requests further feedback or lodges an appeal):

Assessor Name	
Date	

USQ collects, handles, uses, discloses and stores information about you and the choices available to you for provision of products and services selected by you throughout your learning journey. Not all of the information is personal information under the Privacy Act 2009 (Qld). To comply with legal and administrative obligations information is disclosed to Commonwealth and State agencies. Personal information will not be disclosed to third parties other than a USQ approved educational services agent, partner or organisation who provides sponsorship to you for your studies, without your consent unless required or permitted by a law. Where we disclose to a third party we endeavour to ensure they are bound by the same requirements as USQ with respect to personal information. Transfer of personal information outside Australia may occur. You have the right to access your personal information and if you wish to inquire about the handling or seek access to your personal information you can contact the USQ Privacy Officer (privacy@usq.edu.au).

