



Show Cause Submission Form

This form is to be used by students who have been issued with a Notice of Intention to Exclude.

Students are given the opportunity to Show Cause why they should not be excluded in accordance with the [Student Academic Progress Procedure](#).

All submissions must be submitted online via usq.support@usq.edu.au with required submission timeframe as outlined in the [Student Academic Progress Procedure](#).

Part A – Student Details

Student Name	
Student Number	
Program	

Part B – Submission Instructions

1. Provide a detailed statement explaining the grounds on which you believe that your enrolment should not be cancelled. Your statement must include the following:
 - the factors outside of your control which contributed to your failure to meet the academic requirements of your program,
 - the steps that you have taken to negate these factors in future,
 - if you have previously had special requirements imposed by your faculty as a condition of admission, readmission or continuation in a program, an explanation of how you have satisfied these conditions,
2. Attach all other available documentary evidence (eg, medical certificate, letter from counsellor, notice from employer etc) to support any claims you make.

Part C - Student Statement

Please provide statement below or attach supporting statement

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Supporting documentation attached: Yes No

Part D – Faculty Review (OFFICE USE ONLY)

Submission was received within 20 days.	Yes	No	Date Received:
Decision			Date of Decision:
Continued enrolment permitted	Yes	No	
Continued enrolment not permitted	Yes	No	
Reason denied			
Faculty Dean or Nominee Name			
Signature of Executive Dean or Nominee			
Is the program of study a double degree?	Yes	No	
Executive Dean or Nominee Name of second Faculty			
Signature of Executive Dean or Nominee of second faculty			

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