

SHOW CAUSE SUBMISSION

This form is to be used by students on Conditional Academic Standing who are required to Show Cause why they should not be excluded in accordance with the Academic Standing, Progression and Exclusion procedure: <http://policy.usq.edu.au/documents/13566PL>.

STUDENT DETAILS			
Full Name		Student Number	
Program Name		Program Code	
SHOW CAUSE SUBMISSION INSTRUCTIONS			
1. Attach 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; - if you have had an Academic Intervention Strategy, an explanation of how you have satisfied the recommended strategies. See the next section – Academic Intervention Requirements. 2. Sign and date your attached statement. 3. Attach all other available documentary evidence (eg, medical certificate, letter from counsellor, notice from employer etc) to support any claims you make.			
ACADEMIC INTERVENTION REQUIREMENTS			
What are the key factors outside your control that have contributed to your failure to meet the academic requirements of your program?			
Explain the steps that you have taken to negate these factors in future.			
Attach a copy of your Academic Intervention Strategy and explain how you have satisfied the recommended strategies.			
Attach a copy of your study action plan from your Academic Warning and Reflection Exercise (AWARE) and explain how you have satisfied the recommended actions.			
Attach a copy of your Academic Success Plan and explain how you have satisfied the recommended plan.			

If applicable, what are the special requirements previously imposed by your faculty as a condition of admission, readmission or continuation in a program?			
Explain how you have satisfied these conditions			
STUDENT ACKNOWLEDGMENT			
Student Signature		Date	
FACULTY DECISION (OFFICE USE ONLY)			
Date Received			
Was the submission received within 20 University Business Days of receipt by the student of the Show Cause notice?		☐ Yes	☐ No
☐ Continued enrolment permitted with conditions	☐ Continued enrolment not permitted	Date of Decision	
Conditions of Enrolment or Reason / s Denied			
Executive Dean or Nominee Name			
Signature of Executive Dean or Nominee			
Is the program of study being undertaken a double degree?		☐ Yes	☐ No
Executive Dean or Nominee Name of second faculty			
Signature of Executive Dean or Nominee of second faculty			

After completion, return this submission and supporting documentation in hard copy to your Faculty, or email to usq.support@usq.edu.au, within twenty (20) University Business Days of receipt of the Show Cause notice.

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).