

# Show Cause Coversheet

## Unsatisfactory Academic Progress



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

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1. Read the procedures on page 2 before responding.
2. Download and save this coversheet to a desktop computer then open it in Adobe Reader (not a web browser) to edit.
3. Submit your response via the "Required to Show Cause" task in your mySI-net.

Privacy statement: The information on this coversheet is collected for the purposes of processing your application for continued enrolment at the University of Queensland. The information you provide will not be disclosed to a third party without your consent unless disclosure is authorised or required by law. For further information please consult the UQ Privacy Management Policy at <https://ppl.app.uq.edu.au/content/1.60.02-privacy-management>

### Section A Personal details

Student ID number

Title

Family name

First name

Mobile number

Landline number

### Section B Enrolment details

Are you an international student? Yes ☐ No ☐

Program for which you are required to show cause (e.g. BE, BSc/BA)?

What semester and year do you want to return to study? Semester  Year

Do you have an admission application in progress at QTAC or another tertiary admissions centre? Yes ☐ No ☐

Do you intend to submit/have you submitted a request to change program through mySI-net? Yes ☐ No ☐

If Yes, which program do you wish to change to (e.g. BE, BSc, BA)?

Dual program students only: Do you wish to continue in both components of the dual program? Yes ☐ No ☐

If No, which component do you wish to drop (e.g. BE, BSc, BA)?

Important: Your response (this coversheet, your written statement and your documentary evidence) must be submitted via the "Required to Show Cause" task in your mySI-net.

### Section C University use only

#### C.1 Faculty to complete

Tick decision box

Decision of Associate Dean (Academic) of Faculty who administer the program

☐

Permitted with conditions

☐

Permitted without conditions

☐

Not permitted

Program

Signature

Date / /

List (or attach separately) conditions and timeframes (if any) imposed AND/OR reasons for refusal:

  

#### C.2 For dual programs only Faculty to complete

Tick decision box

Decision of Associate Dean (Academic) of Faculty of second Faculty (if required)

☐

Permitted with conditions

☐

Permitted without conditions

☐

Permitted with no further conditions

☐

Not permitted

Program

Signature

Date / /

List (or attach separately) conditions and timeframes (if any) imposed AND/OR reasons for refusal:

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### Show Cause Process

#### Step 1 Complete the Show Cause Response

Please note, in your Show Cause response you should:

- describe the factors which led to your poor academic progress;
- explain the steps you have taken<sup>1</sup> to remove impediments to your academic performance since you were warned or last refused enrolment under the provisions of these rules;
- if you have previously had conditions set by the Associate Dean (Academic) under the provisions of these rules, explain how you have satisfied these conditions; and
- attach all available documentary evidence<sup>2</sup>.

Assistance in completing your application is available from:

- Student Advocacy and Support (SAS) in the UQ Union

**St Lucia Campus (Mon to Fri, 8am to 4pm)**

Telephone: (07) 3346 3400

**Gatton Campus (Mon & Wed, 8am to 4pm)**

Telephone: (07) 5460 1791

- the Student Centre on your campus.

Please note that Student Services (email: [ss@uq.edu.au](mailto:ss@uq.edu.au), telephone: (07) 3365 1704) is able to assist you to address issues that may have impacted on your academic performance and to develop strategies intended to improve.

#### Due Date

- If you were required to Show Cause why your enrolment should not be cancelled in the most recent semester, you must submit your response by the due date indicated in your Show Cause Notice. If your show cause response is received by the due date, you may (provisionally) enrol and continue your studies while your show cause response is being considered.
- If you were asked to Show Cause to re-enrol in an earlier semester and have interrupted your studies, your application for re-enrolment is due by 5 January (for first semester) or 30 June (for second semester).

#### Step 2 Submit Show Cause Response

- Submit your show cause response via the "Required to Show Cause" task in mySI-net. If you do not see this task you may submit via email to [showcause@uq.edu.au](mailto:showcause@uq.edu.au).
- When your show cause response has been received you will see the noting 'show cause application lodged' on your studies report.
- As part of considering your application, your Faculty may require you to attend an interview and/or provide more information. Therefore, it is very important to regularly check your student email account. Failure to respond to Faculty email correspondence may result in the show cause application being denied.

#### Step 3 Approval

##### If the Associate Dean (Academic) approves your show cause response:

- You will be notified of the outcome; and
- Your access to enrol on mySI-net will be reactivated if necessary
- If you require assistance with your username or password, telephone Information Technology Services on (07) 33656000.

##### If the Associate Dean (Academic) does not approve your show cause response:

- You will be ineligible to seek re-enrolment until the same semester of the following year unless overturned on appeal<sup>3</sup>.
- You will be notified in writing of the outcome.
  - You will have the opportunity to appeal the decision in accordance with the University's grievance resolution process (<https://my.uq.edu.au/information-and-services/manage-my-program/complaints-and-academic-appeals/grievance-resolution-process>). The appeal is due 10 business days from the date of notification.

### First year undergraduate students or undergraduate students changing program

- If you have not retained your place in your program, in addition to submitting a Show Cause letter, you need to apply for a place in the program through the Queensland Tertiary Admissions Centre (QTAC).
- To determine whether you have retained your place check the Admission Rules (available at <https://my.uq.edu.au/node/177>), or contact the Admissions Section on telephone (07) 3365 2203 or email: [admissions@uq.edu.au](mailto:admissions@uq.edu.au).

### International students

If you are an international student, you are reminded that satisfactory progress is a condition of your student visa.

### Late applications

Late applications are unlikely to be accepted for consideration unless you can demonstrate extenuating circumstances prevented you submitting by the due date. You are reminded that checking your student email account regularly is a requirement of your enrolment. Late applications can be submitted via the "Required to Show Cause - Late" task in your mySI-net.

### UQ College

If you are a UQ College student, interrupting studies in the Associate Degree in Business, your application for re-enrolment must be received by 1 December the previous year (for trimester 1), 1 April (for trimester 2), or 15 July (for trimester 3).

### Further information

For further information regarding the show cause process contact the Student Centre (<https://my.uq.edu.au/contact/student-centre>).

<sup>1</sup> For example, you may have reduced your hours of part time employment, developed a study plan in conjunction with a learning advisor to address time management problems, received treatment for a medical condition that had impacted upon your studies, undertaken studies at another institution to improve your knowledge in a particular area of weakness, etc.

<sup>2</sup>

For example, medical certificate, letter from counsellor, notice from employer, etc to support any claims you make. A scanned copy or clear photographic image of the supporting documentation must be provided, and you must retain the original documentation for a minimum period of six (6) months to provide as verification should you be requested to do so.

<sup>3</sup>

For example, if you were refused re-enrolment for Semester 2 in one year, the earliest you will be able to seek re-enrolment is in Semester 2 of the following year. Refer to the PPL 3.50.14 Academic Progression – Procedures: <https://ppl.app.uq.edu.au/content/3.50.14-academic-progression>

M Erickson, Academic Registrar