



University of  
**Southern  
Queensland**

# Academic Progression Stage 3 Show Cause Student Guidelines

## Why have you been asked to Show Cause?

The University monitors your academic progress as per the UniSQ [Student Academic Progress Procedure](#). You will receive a Notice of Intention to Exclude and will be required to Show Cause if you have been identified as a Stage 3: At Risk of Exclusion student.

## What is a Show Cause?

The 'Show Cause' process is a formal process that allows you to present your case by the date outlined in your communication as to why you should not be excluded from study. If you do not submit a Show Cause response, you will be automatically excluded from study for 12 months.

## What does Exclusion mean?

Exclusion means your enrolment will be cancelled and you will not be able to enrol for the exclusion period. You will need to [apply for readmission](#) after the exclusion period is complete.

## How do I submit my Show Cause response?

You must submit your response via the Show Cause form link in your Notice of Intention to Exclude communication by the deadline.

If circumstances make it impossible to submit your Show Cause by the deadline, please contact the [Progression team](#) as soon as possible prior to the due date outlining the reason you require an extension. An extension will be considered but is not guaranteed.

## How do I respond to a Show Cause notice?

Your Show Cause submission is your opportunity to outline any circumstances beyond your control that prevented you from performing to your full academic potential. You will need to explain in detail the circumstances that negatively impacted your ability to study effectively, and provide supporting evidence.

The aim of the Show Cause is to:

1. Outline the circumstances that have negatively affected your studies.
  - Were the circumstances academic or personal?
  - Were you injured or ill?
  - Was there a family crisis or other difficulties?
  - Were there other work and life impacts?
  - Were you affected by flood, fire or other events?
  - Were there any other unexpected or exceptional circumstances?

2. Describe how these circumstances impacted you and the steps taken to resolve the circumstances.
  - How did the situation affect your study?
  - When was the full impact known?
  - Did you seek advice, assistance, or professional help?
  - What have you put in place to make the situation more manageable?
  - Are you currently undergoing treatment?
3. Describe the action you took to improve your studies when you were identified as a Stage 2: Assisted Student.
  - Did you engage with an Academic Improvement Plan (AIP)?
  - Did you seek assistance or advice from University support services?
4. Describe the actions you will take and the services you will access that may help you improve your studies.
  - Is the situation resolved?
  - Have you sought assistance from University support services?
  - Will you reduce your study load?
  - How will you better plan your time?
  - Will you reduce work hours?
  - How will you approach study differently?
  - Do you have any short-term and longer-term plans?
5. Provide any evidence to support your claim. Examples of circumstances and supporting documentation may be found in the [Assessment of Special Circumstances Procedure](#).

The table below provides a general guide on the type of supporting documentation and the strategies you may implement to improve your studies.

Reason	Supporting Documentation Examples	Strategy Examples
Medical Reasons illness or injury  Psychological illness	Medical certificates/hospital letters dated during the last study period Letter from medical practitioner UniSQ Learning Support Plan	Seek support from your personal Doctor and / or counsellor  For ongoing medical conditions seek support from a <a href="#">Student Equity Officer</a>
Financial Reasons	Appointment confirmation emails Employment redundancy documentation Financial documentation Letter of support	Make appointment with a <a href="#">Student Welfare Advisor</a> and / or <a href="#">Counsellor</a>
Employment Related Reasons	Written advice from employer which may include an email from a company email address Roster or work schedule Statutory Declaration for self-employed	Discuss suitable work arrangements with employer such as study leave Consider reducing work hours or study load
Personal, Family, Carer reasons	Letter from medical professional Appointment email confirmations and/or emails seeking advice Documents that support caring duties Housing documents Eviction Notice Court notices	<a href="#">Seek support</a> from Student Success Advisors, Progression Officers, counsellors, medical professional. Consider reducing study load

	Police/accident reports Funeral pamphlet/order of service Letter of support from family member	
Cultural adjustments	Appointment or advice emails Documentation of arrival into the country	Seek support from Student Success Advisors, counsellors, medical professional Access study skills support Attend UniSQ events
Study related	Evidence of seeking support services such as emails to course examiner and/ or UniSQ support services Appointment email confirmations for support Prior study schedules/plans	<a href="#">Appointment with Progression Officer</a> , Learning Advisor and/ or Student Success Advisor
Natural Disaster	Known facts, media reports or other information relating to political upheaval, Natural Disasters, pandemics or other circumstances	
Other	Prior or current Academic Improvement Plan (AIP) Other relevant documentation that supports your Show Cause statement and strategies for improvement Future study plan	Review Academic Improvement Plan Continued engagement with UniSQ support services

## Where can I get help with my Show Cause?

- **Progression Officers** – If you would like to discuss the Show Cause notice or outcome, please remember that the Progression Officers are here to help. You can [book an appointment](#) at a time that suits you.
- **Student Guild** - The [UniSQ Student Guild](#) provides free independent and confidential support for students and can assist you with compiling your Show Cause response, and/or the Appeals process.
- **Support for Learning** - Our [Wellness team](#) are a group of experienced professionals who provide free confidential counselling services to help you with a range of matters and increase your sense of wellbeing.

## How is my Show Cause assessed?

The University commences assessment of your Show Cause as soon as practicable after receipt and will finalise the outcome within 10 University business days.

The outcome of your Show Cause is determined through a holistic assessment of your submission and your academic records, including but not limited to:

- Circumstances outlined in your Show Cause statement
- Identified and implemented strategies for academic improvement
- Supporting documentation
- Have you actively sought support from the University?
- Academic history

## **How will I be notified of the outcome?**

Once your Show Cause response has been assessed, you will receive the outcome via email to your student Umail account. It is important to read the communication carefully and take any necessary action outlined in your outcome letter.

## **What do I do if I disagree with the outcome?**

If you disagree with the outcome, you have the right to [Academic Appeal](#) within 20 [University Business Days](#) as outlined in the [Student Grievance Resolution Procedure](#). If you require assistance with the Appeals process, please contact the [UniSQ Student Guild](#).