

# 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](mailto:usq.support@usq.edu.au) with required submission timeframe as outlined in the [Student Academic Progress Procedure](#).

## Part A – Student Details

<b>Student Name</b>	
<b>Student Number</b>	
<b>Program</b>	

## 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

Supporting documentation attached:                      Yes                      No

**Part D – Faculty Review (OFFICE USE ONLY)**

Submission was received within 10 or 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		

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](mailto:privacy@usq.edu.au)).

