

# SHOW CAUSE APPLICATION - UNSATISFACTORY ACADEMIC PROGRESS



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

Read the procedures overleaf before attaching this form to your letter.

RETURN THIS APPLICATION TO A STUDENT CENTRE OR POST TO:  
Academic Progression, The University of Queensland, Brisbane Qld 4072

OFFICE USE ONLY  
SEMESTER SHOW CAUSE ISSUED:

\_\_\_\_/\_\_\_\_  
FACULTY:

\_\_\_\_  
DUE DATE:

Student Number								
Telephone Number	Area Code		Local Number					

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Title: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Email: \_\_\_\_\_

Program in which you seek continued enrolment (e.g. BE, BSc/BA)? \_\_\_\_\_

What semester and year do you want to return to study? \_\_\_\_\_ Are you an international student? \_\_\_\_\_

## Basis of Application

- Attach a detailed letter explaining the grounds on which you believe you should be permitted to re-enrol.
  - describe the factors which led to your refusal of enrolment;
  - explain the steps you have taken to remove impediments to your academic performance since you were warned or last refused enrolment under the provisions of these rules; and
  - if you have previously had conditions set by the associate dean under the provisions of these rules, explain how you have satisfied these conditions.
- Sign and date your attached letter of submission.**
- Attach all available documentary evidence** (e.g. medical certificate, letter from counsellor, notice from employer) to support any claims you make.

## UNIVERSITY USE ONLY (Faculty to tick decision box)

### 1. DECISION OF ASSOCIATE DEAN (ACADEMIC) OF FACULTY (OR DELEGATE) WHO ADMINISTERS THE PROGRAM

Signature	Date	Program		
			<input type="radio"/>	PERMITTED WITH CONDITIONS
			<input type="radio"/>	NOT PERMITTED
			<input type="radio"/>	PERMITTED WITHOUT CONDITIONS

Faculty to list below (or attach separately) conditions and timeframes (if any) imposed AND/OR reasons for refusal:

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### 2. FOR DUAL DEGREES ONLY

#### DECISION OF ASSOCIATE DEAN (ACADEMIC) (OR DELEGATE) OF SECOND FACULTY (IF REQUIRED)

Signature	Date	Program		
			<input type="radio"/>	PERMITTED WITH CONDITIONS
			<input type="radio"/>	NOT PERMITTED
			<input type="radio"/>	PERMITTED WITHOUT CONDITIONS
			<input type="radio"/>	PERMITTED WITH NO FURTHER CONDITIONS

Faculty to list below (or attach separately) additional conditions to above, and timeframes (if any) imposed AND/OR reasons for refusal:

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# SHOW CAUSE APPLICATION – UNSATISFACTORY ACADEMIC PROGRESS

This form is to be used by students who are currently required to show cause why their enrolment should not be cancelled by The University of Queensland under the Enrolment and Academic Progression Rules (available at [www.uq.edu.au/myadvisor/rules](http://www.uq.edu.au/myadvisor/rules)).

## A. SHOW CAUSE PROCESS

### Step 1 Complete the *Show Cause Application*.

**Please note:**

- In your Show Cause Application, 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
  - provide any relevant supporting documents.
- Assistance in completing your *Application* is available from –
  - the Education and Student Advocate at the UQ Union
    - St. Lucia Campus, Email: [jasonc@uq.edu.au](mailto:jasonc@uq.edu.au) Telephone: 33463400
    - Gatton & Ipswich Campuses, Email: [gatton.union@uq.edu.au](mailto:gatton.union@uq.edu.au) Telephone: 54601791; and
  - the Student Centre on your campus.
- Please note that Student Services (Ph: 33651704) is able to assist you to address issues that may have impacted on your academic performance and to develop strategies intended to improve your learning outcomes.

### Step 2 Submit application.

- If you were required to Show Cause why your enrolment should not be cancelled in the most recent semester, you must submit your application for receipt by the due date indicated in your Show Cause Notice. Provided your application is received by the due date, you may enrol and continue your studies while your show cause application 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 must be received by 5 January (for first semester) or 30 June (for second semester).
- If your application is received after the due date, it will not be accepted for consideration unless you outline in your letter sufficient extenuating circumstances which prevented you from submitting your application to be received on time.
- As part of considering your application, your faculty may require you to attend an interview.

### Step 3 If the associate dean (academic) approves your application you will be notified of the outcome. Your access to enrol on mySI-net will be reactivated if necessary ([my.uq.edu.au](http://my.uq.edu.au)). If you require assistance with your username and/or password, telephone Information Technology Services on (07) 3365 6000.

**If the associate dean (academic) does not approve your application:**

- You will be ineligible to seek re-enrolment until the same semester of the following year unless overturned on appeal.<sup>2</sup>
- You will be advised in writing of the outcome.
- You will have the opportunity to appeal the decision in accordance with the University's grievance resolution process ([www.uq.edu.au/myadvisor/grievance-resolution](http://www.uq.edu.au/myadvisor/grievance-resolution)).

## B. 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 [www.uq.edu.au/myadvisor/rules](http://www.uq.edu.au/myadvisor/rules)), or contact the Admissions Section (Ph: 3365 2203) or your Faculty Office.

## C. INTERNATIONAL STUDENTS

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



M Bowen, Acting Academic Registrar

### FOR FURTHER INFORMATION CONTACT:

Academic Progression Officer  
Telephone: (07) 3365 2600  
International: +61 7 3365 2600  
Facsimile: (07) 3365 6152  
Email: [academicprogression@uq.edu.au](mailto:academicprogression@uq.edu.au)

### Privacy statement

The information on this form 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: <http://www.uq.edu.au/hupp/index.html?page=24999>

<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, 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.