



SHOW CAUSE - FAQ

WHAT IS SHOW CAUSE?

Show Cause is an academic performance indicator given to students who have:

- Failed 50% of their units in 2 consecutive study terms (i.e. semesters / trimesters)
- Failed a mandatory program component twice

To view the relevant university policy please read section 9, Student Progress of the [Program Management Procedure Manual - 000967](#)

WHAT IS INVOLVED IN BEING A SHOW CAUSE STUDENT?

You are required to formally provide evidence detailing why you should not be excluded from your program. This is done by writing a letter, completing the show cause form mailed to each student, and attaching any relevant evidence.

You will need to write a letter as part of your application. This letter must be a maximum of 1 x A4page and detail:

- 1) Reasons for previous performance
 - Why did you fail this semester / trimester?
 - Why did you fail last semester / trimester?

- 2) Remedial Actions undertaken since being at risk
 - Have you met with your Program Officer?
 - Have you made an appointment with a mySupport Advisor?
 - Have you hired a tutor?
 - Have you met with your course coordinator?

- 3) How you intend to improve your academic performance
 - If you continue in this degree what will you do to try and improve your grades?

Examples:

- Enrol Part time
- Speak with counselling, disability, chaplaincy, etc
- Take a Leave of Absence
- Attend all classes
- Attend PASS
- Work less hours

Evidence is required to support your application. The evidence you will need to provide will depend on your circumstances. You will need to provide evidence to attest to your previous performance, any documented remedial actions as well as to solutions you have outlined in the letter.

Information	Evidence
Reasons for previous performance	
Remedial Actions undertaken since being at risk	
How you intend to improve your academic performance	



The form that you also must complete is a summary of your application. You must attach the evidence and letter to the show cause statement form.

IF I SUBMIT MY APPLICATION, WHAT ARE THE POSSIBLE OUTCOMES?

- 1) Exclusion (12 Months) - You are not permitted to study for 12 months. After the year, you will need to apply externally (e.g. via UAC) to re-enter the degree.
- 2) Suspension (12 Months) – You are not permitted to study for 12 months, but need not reapply for the degree.
- 3) Reduced workload – You are permitted to study with limited enrolment.
- 4) Enrolment with other conditions
- 5) No remedial action

WHAT HAPPENS IF I DO NOT SUBMIT ANY DOCUMENTS?

There is a closing date for this documentation every study period. Should this not be met, you will be automatically excluded from your UoN degree(s) for one academic year. After one academic year, if you would like to be readmitted into the degree, you will need to re-apply externally.

WHO CAN I SPEAK TO ABOUT THIS?

It's worthwhile arranging time to speak with the Faculty Academic Administrative Coordinator (AAC) about your application. AACs are present at the Faculty meeting in which your application is reviewed. There is one AAC per faculty.

Health: Barbara Stanley (Hunter Hub)

Business and Law: Donna Kennedy (City Hub)

Education and Arts: Shellie Mcrae (Shortland Hub)

Engineering and Built Environment: Krystine Avery (Hunter Hub)

Science and Information Technology: Lauren Shield (Shortland Hub)

****This information is correct as at 6 February, 2013 and is subject to change.****