

HOW TO SUBMIT A SHOW CAUSE APPLICATION



1. Complete the **cover sheet** attached to your Show Cause notice

Print off and fill out the attached form as a cover sheet for your Show Cause application.

2. Write an accompanying letter (follow our **template**)

This is a formal letter you are writing to the Associate Dean (Academic) of your Faculty. If you are doing a dual degree, address the letter to the Associate Dean's of **both** Faculties.

3. Collect and attach any supporting documentation (if you have this)

If you were seeing a health professional or counsellor for support, you can attach a supporting letter from this person with your application. The supporting letter needs to refer to the time period you have mentioned in your letter, what happened to you and how it impacted on your ability to study.

4. Book an appointment with a **SHOC Advocate**

Once you have completed your letter, you can have it looked over by an Advocate at SHOC. They will help you revise and refine your letter so you can then submit the application feeling sure that you have covered everything.

5. Submit your Show Cause application by the due date

Read your Show Cause Notice email to find out the due date you need to submit by. You can either:

- Submit by email to showcause@uq.edu.au before midnight on the due date (with required supporting documentation attached).
- Submit it in person at the Student Centre on any campus (at Saint Lucia it's the JD Story Building 61) or

- Mail it to:
Academic Progression
C/O The University of Queensland
Student Centre, Saint Lucia, QLD, 4072
- In extreme circumstances (eg: if you are overseas or very ill) you can email your application to academicprogression@uq.edu.au. You should scan copies of relevant supporting documentation, attach these and keep the original copies in case these are required to be sighted by UQ staff at a later date.

PLEASE NOTE

If you miss the due date, please read SHOC's [Show Cause Guide](#) or make an [appointment](#).



Contact SHOC

Ph: 07 3346 3400

Email: shoc@uqu.com.au