

HAVE YOU BEEN ASKED TO SHOW CAUSE?

*So, you've received a Show Cause notice?
DON'T PANIC! Many students are
required to Show Cause each semester.
The process requires that you consider the
reasons for your unsatisfactory progress
and adopt strategies to improve your
performance in future semesters.*



WHY HAVE I BEEN ASKED TO SHOW CAUSE?

If you achieve a semester GPA of less than 3.5 or gained a grade of less than 4 in 50% of units in which you were enrolled the [University Rules](#) will require you to take action.

If you have not been required to Show Cause in the two most recent semesters of study, you will be issued an Academic Progression Warning. If you were warned in the previous semester or you were required to Show Cause in one of the two most recent semesters of study you will then be required to Show Cause as to why your enrolment should not be cancelled.

The majority of 1st time applicants are not required to take an interruption

Most applicants are allowed to continue with their studies in the next semester, although sometimes conditions may be set as part of enrolment. Some students are required to take an interruption to study before having a new case for re-enrolment (show cause) considered. From our experience,

a student is at risk of being required to take an interruption to study when they:

- Have failed to achieve satisfactory performance in 3 consecutive semesters; or
- Have a substantial history of failure; or
- If the student has failed to comply with any conditions set in a previous semester.

Students who choose not to show cause

Domestic students may choose not to Show Cause immediately and voluntarily interrupt their study. When determining whether to interrupt your study you should consider the implications an interruption may have on your studies.

1. Program requirements such as continuous progression or quotas (if unsure, check with your Faculty or look at your Program Rules)
2. Further study at another institution (QTAC will prevent you from applying elsewhere until you have addressed your Show Cause at UQ)
3. Your eligibility to receive or retain scholarships or
4. Centrelink payments.

International students should consult SHOC about potential visa implications should they feel it in their best interest to take an interruption to study.

Students who choose not to show cause will have their enrolment cancelled after the deadline. Their show cause requirement will remain on their record until addressed at a future time. Any future applications to other universities will likely require the UQ show cause requirement be addressed first.

All students should consult an Academic Advisor in their Faculty before making any decisions about taking an interruption to their studies.

You should submit your Show Cause application when you are ready to return to your studies by the following dates; **January 5th** for Semester 1 and **June 30th** for Semester 2.

If you attended supplementary or deferred exams

You should note that if you have been granted permission to sit supplementary or deferred assessment you should still lodge your Show Cause application as it is possible that your results may not be finalised before the Show Cause due date.

WHEN TO LODGE

Continued Enrolment

It is essential that you lodge your application in time for it to be received by its due date. You are required to submit your application within **20 working days** of the date of the notice.

Re-Enrolment

For those students who were not enrolled in the semester immediately before the semester in which they are showing cause, the due dates are **January 5th** for Semester 1 and **June 30th** for Semester 2.

LATE APPLICATIONS

If you have a pretty good reason as to why you missed the deadline for your Show Cause application, you should submit your Show Cause application along with a personal statement (this one addressed to 'Academic Progression') outlining the reasons it is late. To be successful, you would need to demonstrate, through evidence, the existence of exceptional circumstances that were beyond your control, and which made you unable to submit your application on time. Send both letters to academicprogression@uq.edu.au

If it is rejected, due to lateness, you may appeal the decision not to accept it and SHOC can assist you with this process. In this case, the appeal must go to the Academic Registrar's office. You can take it to the Student Centre or send it by email (please see below). Remember that your appeal needs to argue the reasons for your Show Cause being late, not about your Show Cause itself! The appeal letter needs to be addressed to:

The Academic Registrar
academic.registrar@uq.edu.au

NOTICE OF THE DECISION

It would be best to allow up to 3 weeks for a response after submitting your application. If you have made an application to QTAC for a change of program or admission to another institution, make sure you check the box on the Show Cause application form. Notice of the decision will be provided to your student email address, so keep checking it.

REQUEST FOR AN INTERVIEW

If you have been required to Show Cause for a second or third time, you might be asked to attend an interview with the Associate Dean (Academic) (or nominee) to discuss your academic performance. Once again, don't panic! It's a good thing. It just means they want to discuss your plans with you in a face-to-face manner.

CONDITIONS IMPOSED ON RE-ENROLMENT

After considering your Show Cause application the Faculty may impose certain conditions for future enrolment. This is called a Learning Agreement and it may involve:

- A reduction in your study load
- Mandatory attendance at a Student Services workshops or
- Meetings with university staff

REFUSAL OF RE-ENROLMENT (REQUIRED TO TAKE AN INTERRUPTION)

In some circumstances, where it is felt the student has failed to comply with conditions set for them in a previous Semester, the Faculty may deny re-enrolment for one year. After you have sat out for one year you may submit a Show Cause Application seeking permission to re-enrol. You can submit your Show Cause application for re-enrolment before the following dates; **January 5th** for Semester 1 and **June 30th** for Semester 2.

In exceptional circumstances, the Associate Dean in your Faculty may choose to allow an interruption for only 6 months. If you want to apply for a reduction in the length of the interruption, you should submit a Show Cause Application after one Semester off and say why you are requesting to return earlier.

Program Requirements

Some programs have certain requirements in terms of maintaining a place in your program. You should also consult your *Program Rules* or *Faculty* regarding this issue, but generally, a domestic, non-full fee paying student must successfully complete a course in their first year of study in order to maintain their quota place. You may wish to consult SHOC if you have concerns about this issue.



Contact SHOC

Ph: 07 3346 3400

Email: shoc@uqu.com.au

IF YOUR SHOW CAUSE IS REJECTED

If your Show Cause application is rejected and you are unsatisfied with the decision and you have further evidence which supports your application, you may appeal to the Senate Student Appeals Committee within 10 working days of the notification of decision. SHOC provides advice to students in relation to this type of appeal. It would be best to discuss these options with SHOC.

For information on how to write your Show Cause letter and how to submit an application, please see our other resources in the *Show Cause Series*.

To book an appointment with SHOC for help and support,

[CLICK HERE](#)