

HOW TO WRITE YOUR SHOW CAUSE LETTER



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Address your letter to the Associate Dean (Academic) of your Faculty.

ENGINEERING, ARCHITECTURE
& INFORMATION TECHNOLOGY
(EAIT)

Associate Professor Peter Sutton

HEALTH & BEHAVIORAL SCIENCE
(HBS)

Professor Sarah Roberts-Thomson

MEDICINE & BIOMEDICAL
SCIENCES (MABS)

Associate Professor Geoffrey Marks

BUSINESS, ECONOMICS & LAW
(BEL)

Associate Professor Phillip Bodman

HUMANITIES & SOCIAL SCIENCES
(HASS)

Associate Professor Julie Duck

SCIENCE

Professor Peter Adams (St Lucia)

Professor Kim Bryceson (Gatton)

In this letter you need to do these five things:

1. Introduce yourself
2. Talk about what happened and what obstacles you faced last semester. Acceptable reasons would normally include:
 - Personal/emotional
 - Financial
 - Medical
 - Family issues
 - Work related reasons
 - Adjusting to study in a new country, or cultural differences
 - Difficulty with the academic content in you program or course
3. Talk about the impact these obstacles had on your studies. How did these events mean that you couldn't study, attend classes or perform to the best of your ability?
4. Talk about what you have **already done** in order to make sure you do well in your studies this Semester (eg: I've been to see the Doctor)
5. Talk about what you **plan** to do in order to make sure you do well in your studies this Semester (eg: I will keep going to see the Doctor until I am well again)

Your **plan** should be directly related to the obstacles you've identified. It might include:

For personal/emotional/family reasons:

- Make an appointment with a **SHOC** student advocate to discuss your situation
- Make contact with a counsellor through **Student Services** or independently/ externally.
- Join a support group through **Clubs + Societies** on campus

For financial reasons:

- Make an appointment with **SHOC** for support with life skills (such as budgeting)
- Make an appointment with a **SHOC** Employment advocate for help in getting work

For medical circumstances:

- Discuss support and resolution with your medical practitioner
- If the circumstances are ongoing, discuss with **Student Services** the options available for students who have a disability illness, injury or mental health condition

For work related reasons:

- Discuss more suitable work arrangements with your employer
- Seek work elsewhere

For difficulty adjusting to study in a new country or cultural differences:

- Make contact with an International Student Advisor in **Student Services**
- Join a support group through **Clubs + Societies** at UQ Union

For academic or learning difficulties:

- Book in to see a Learning Advisor at **Student Services**
- Plan to attend a Study Skills workshop at **Student Services**
- Plan to access online resources via **Student Services** website

- Book in to see an Academic Adviser within your **faculty**
- Plan to communicate more frequently with lecturers, tutors or course coordinators and ask for help and feedback
- Plan to join a study group
- Plan to hire a private tutor

For problems managing your study load:

- Indicate your awareness of University rules and state that you plan to utilise them in future semesters
- Cancel out of courses without academic penalty before the academic census date
- Seek extensions for progressive assessment items
- If having difficulties in and around examination periods, apply for supplementary or deferred examinations
- Choose fewer courses (reduce your study load) voluntarily



Contact **SHOC**

Ph: 07 3346 3400

Email: shoc@uqu.com.au

SHOW CAUSE TEMPLATE

Your Postal Address

Your Phone Number

Your Student Number

Date

NAME OF PROFESSOR

Associate Dean (Academic)

YOUR FACULTY/ FACULTIES

UQ ST LUCIA 4072

Dear Professor _____ ,

Paragraph #1: Introduce yourself. Say who are you, what Program/s you're studying, the year you are currently doing, and the reason why you are writing.

Paragraph #2: Outline the reasons for your poor results. Make specific reference to the most recent semester of study. What were the circumstances which lead to your results?

Paragraph #3: Explain how these circumstances directly impacted on your studies e.g. If you were sick, how did it affect your ability to attend, to study effectively etc. You should provide information about the severity and timing / duration of these circumstances and refer to any supporting documentation that you attach. (eg: see Attachment #1)

Paragraph #4: State how you plan to address the issues you faced last Semester? What is your strategy for succeeding? Explain what steps you will take to bring about more satisfactory results in future semesters.

Yours Sincerely,

Your Signature

Your Name