

Have you been asked to 'Show Cause' to your School? Please read! This is important information.

What does this mean?

Students are asked to Show Cause after they have two unsatisfactory semesters in their program. A semester is usually considered unsatisfactory because half or more courses (subjects) were failed, or because a course was failed for a 2nd time (failing a placement course also makes a semester unsatisfactory).

What do you need to do now?

Your School will send you an email asking you to explain why they should not **exclude*** you from your program. It is in your **best interest** to respond to this invitation and explain your circumstances. These emails are sent to students at the end of Semesters, when classes have stopped. Even between semester, **KEEP CHECKING YOUR STUDENT EMAIL ACCOUNT**, you don't want to miss this opportunity to explain your circumstances.

If you do not respond to this email request from your School, in the timeframe given to you, your School will recommend your exclusion from your program.

*What does EXCLUSION mean?

Exclusion means that your enrolment in your program is **cancelled, you cannot** study in your program for **12 months** and you **must reapply** the following year to get back in—there is no guarantee that your school will accept you back into your program.

What is a 'Show Cause' letter and why do you need to write one?

You need to write a letter to your school which explains why you failed courses. There could be many reasons why you did not do well, or one particular reason. It is **really important** that you provide evidence with your story.

In this letter you will explain all the relevant issues and circumstances that came up for you that prevented you from being able to do your best work.

You may be thinking that this is impossible for you and you have no evidence to support your story. We **strongly encourage** you to make a time to see a **Student Rights Officer** who can help you through this process; you don't have to do this alone!

Also, presenting a strong letter **at this stage** can save you a lot of time and distress later where you will be expected to appeal to another area of the University and explain why you should be allowed to continue with your studies.

Disclaimer

The information in this leaflet is a general guide only. RMIT is a very complex environment, and there are often a number of different rules which apply.

For more student rights information visit our website: www.su.rmit.edu.au/student-rights

For additional assistance drop into or

call a Student Union Front Office to speak with a Student Liaison Officer;

City: Building 5, Level 1
Phone: 03 9925 5004

City (Carlton): Building 57, Level 4
Phone: 03 9925 1842

Brunswick: Building 514, Level 2
Phone: 03 9925 9478

Bundoora: Building 204, Level 1
Phone: 03 9925 7226

Or, send detailed information regarding your case to: student.rights@rmit.edu.au

For enquiries call 9925 5004.

If required, an appointment will be made for you with a Student Rights Officer.

**Has this leaflet been helpful?
Join the Student Union and join the fight to improve your rights!**

International students

We strongly encourage international students to contact the Info Corner as soon as they have been asked to Show Cause. There is important information specific to your Visa requirements that you need to know and they can talk with you about these things and refer you to other helpful people if necessary.

What your Show Cause submission should look like

Your show cause is a letter explaining your circumstances with evidence of your story attached.

Please refer to our website to download an example of what the letter should look like and what you need to write in your submission.

Again, please contact the Student Union to make an appointment with a Student Rights Officer who can go over your submission with you.

What happens if you don't respond to your School's email inviting you to make a timely 'Show Cause' submission?

As mentioned above, your school will refer the matter to another area of RMIT (the Academic Registrar's Group), recommending your **exclusion**.

You will now be expected to write a more thorough and stronger case, outlining specific appeal grounds, for why you should not be excluded from your program and, if RMIT is willing to consider your new application, you will need to sit in a University hearing and present your case to a panel.

You don't need to go through this alone. Come and see us at the Student Union as soon as you become aware that you need to Show Cause. Come and see us if your Show Cause letter was unsuccessful or if you missed the opportunity to send a Show Cause letter.

Useful RMIT contacts

The following details are for services based at the City Campus - students at other campuses should advise the person taking their call of their location.

RMIT Counselling Service

T/ 9925 4365 (BH) 9925 3999 (AH)
www.rmit.edu.au/counselling

RMIT Disability Liaison Unit

T/ 9925 1089
E/ dlu@rmit.edu.au
www.rmit.edu.au/disability

RMIT Study and Learning Centre

T/ 9925 3600
E/ studyandlearningcentre@rmit.edu.au

Time management, exam preparation, maths and English support

www.rmit.edu.au/studyandlearning

For Visa problems call the International Compliance Coordinator

T/ 9925 1604 or 9925 5115
E/ isvisa@rmit.edu.au

Student Wellbeing Advisory Service

Housing, Finance, International Student Support and Legal
www.rmit.edu.au/housing
www.rmit.edu.au/students/services/finance
www.rmit.edu.au/internationalsupport
www.rmit.edu.au/students/legal

City

Building 14 Level 4

Brunswick

Building 514

Bundoora

Building 202, Level 3

Phone

City & Brunswick: 03 9925 2963
Bundoora: 03 9925 7280

Email

student.wellbeing@rmit.edu.au
student.legal@rmit.edu.au

Useful links

Academic progress procedure

www.rmit.edu.au/browse;ID=vj2g89cve4uj1