

HINTS

- The important thing to remember with show cause letters is that you need to clearly state what went wrong this semester, how this effected your study and what you will change (if relevant) to avoid this situation occurring again.
- As with all RMIT Applications, provide documentary evidence, dates and emails to demonstrate what you are saying.
- Is this the right program for you or will a leave of absence be a better option than continuing on to next semester? If not, let the Student Progress Committee know that you would prefer to take leave of absence or transfer to another program.

Date
Your Name
Your Student Number
Your Contact Details

Dear Program Assessment Board Chair,

I am writing to you today with regards to receiving a letter indicating that further to being placed at risk, I have shown unacceptable academic progress this semester. I wish to submit this letter of Show Cause to explain the circumstances that led to this result and to illustrate what processes I wish to put in place to successfully complete my (INSERT COURSE/PROGRAM).

Over the past semester (USE THE QUESTIONS BELOW TO HELP WRITE THIS SECTION)

CONSIDER THE FOLLOWING QUESTIONS:

WHAT HAS HAPPENED?

- What went wrong? What REALLY contributed to what went wrong?
- Did you do paid work for too many hours?
- Is this your first year at University, did you find the whole experience overwhelming? Did you feel isolated or depressed? Did you not know about services that could help you?
- Do you know of services that can support/help you now?
- Did an illness you have (or someone close to you) have a direct impact on your ability to study? Do you have any evidence about what went wrong? I.e. medical certificates, doctor's/ counselor's letters?
- Was there a stressful situation that you were dealing with? Breakup of a relationship?
- Were the circumstances academic or personal? (It is only worth mentioning things if you can also talk about how the problem has been/is being overcome or will no longer effect you in the future).
- If work was a problem, how many hours of study did you do compared to hours of paid work or other external commitments and what evidence (such as pay slips or a letter from your employer) can you provide to prove you have reduced your working hours?

WHAT WAS THE IMPACT OF ANY OF THESE THINGS ON YOUR ABILITY TO STUDY SUCCESSFULLY?

Important: you want to demonstrate that you have the ability and capacity to complete your studies successfully, but things outside of your control (or things that you have now changed) had a direct impact on your ability to do so.

WHAT ACTIONS DID YOU TAKE TO IMPROVE YOUR GRADES?

- What did you do about trying to fix what went wrong? Did you seek help, assistance or counselling and/or did you talk to family and friends to seek help?
- What referrals and recommendations from your Academic Performance Improvement Plan have you utilised?

WHAT DO YOU PLAN TO CHANGE OR DO THIS SEMESTER?

- What are you continuing to do to improve your circumstances?
- Are the circumstances likely to continue? If so, how do you intend to reduce the impact they could have on your study?
- What are your short and long term plans for getting back on track?
- How will you approach your study differently if allowed to stay in your program?
- What is your plan for successful study?

The UAC will consider the likelihood of you succeeding in your next academic period of study should you be permitted to remain in the program. Are you nearly at the end of your program? Are you in the right program? Focus on why it is unreasonable and excessive to exclude you. Try to link the circumstances that were beyond your control to why you failed specific subjects and how things that have changed or that you will do differently will, or already are, seeing you succeed in those subjects on the next attempt.

To support my letter of show cause, please find attached the following documentary evidence; **LIST EVIDENCE THAT YOU HAVE INCLUDED** (This could be: a medical report, a police report, a counsellor's statement, a statutory declaration, a death certificate of a close relative, proof of attendance at support services from referrals/recommendations you agreed to attend as part of your Academic Improvement Plan, letters from landlords or employers. More examples of evidence can be found on the supplementary RUSU Handout; Examples of Documentary Evidence).

I believe that the above letter indicates the exceptional/unexpected/severe circumstances that have occurred and strongly affected my ability to perform academically to my full potential. I truly hope you will consider my case and allow me to **(WHAT DO YOU WISH TO HAPPEN)**.

Regards,

Your Name

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