SHOW CAUSE/ PROGRESS REVIEW ONLINE SUBMISSION TEMPLATE

Below is a template to help you to develop your show cause/ progress review submission. Please ensure you get your submission in by the due date or you may be automatically excluded.

We recommend that you discuss your submission with a Swinburne Student Life Advocacy Officer before you submit this document. You can do this by making an appointment with an Advocacy Officer via swi.nu/advocacy-app or by calling 03 9214 5445 or by emailing a draft to advocacy@swin.edu.au

This document should be read in conjunction with the document *"Tip Sheet for Writing a Show Cause Submission"*

SUBMISSION TEMPLATE

1. **Describe the circumstances that have affected your studies:**

Identify what issues you have experienced and how those issues have affected your ability to academically perform at your best.
   - Don't just list the problems, explain how the circumstances affected your study including performance/attendance/mental health/focus.
   - If you failed a subject multiple times, explain what you found challenging about that particular subject.
   - State strategies/resources you've used in the past to try and improve your academic performance.
   - Start a new paragraph for each point to make it easier to read.

2. **Describe anything you have done to overcome these circumstances:**
   - Provide details on what you are planning to implement or have implemented to overcome the barriers/circumstances listed in point 1.
   - If possible, provide evidence of strategies, for example:
     - General academic difficulties

       Contact a Student Coach or the Student Advisors and discuss ideas and strategies to improve your studies.

- o Time management problems

    Contact a Student Coach

    Draw up a study plan to show your dedication and planning for next semester.

- o Emotional/Psychological difficulties

    Are you undertaking or should speak to someone for support. Wellbeing service at Swinburne is a great place to start https://www.swinburne.edu.au/current-students/student-services-support/health/counselling/

    Attach appointment confirmation as evidence or letter from your mental health professional

3. **Prior Progress Review Status:**
   - If you have had a previous show cause notification and are currently on conditions, did you meet the conditions? If not, you need to explain why.
   - If you have not had to show cause before simply write "I have not had to show cause previously".

4. **Additional information that may assist the Progress Review:**
   - Discuss your ideal outcome or what you wish to do
   For example:
     - o Take a Leave of Absence for XX teaching periods to save money/ resolve personal issues
     - o Enrol part-time to manage your study load better
     - o Continue studying full time with ongoing counselling and student coach management.
   - Discuss your goals and inspirations
     a. Why are you taking this course? What are your career goals? Have you almost completed the course? Essentially, demonstrate your passion for the course and Swinburne.

5. **Supporting Documentation.**
   Ensure that you support your application with as much evidence as possible.
   - Include as many pieces of evidence as possible to back up your statements.
   - If you have one, make sure you include your Academic Progress Plan
   - You can submit a Statutory Declaration as evidence, details are here: https://www.ag.gov.au/Publications/Statutory-declarations/Pages/default.aspx

- Types of evidence to consider depending on your circumstances: Medical certificates, appointment confirmations, letters of support, bank statements, payslips, study plans etc

An Advocacy Officer will be able to assist you to identify evidence if you need help.

Once ready, your application should be submitted via the link:
https://webforms.swinburneonline.edu.au/app_show_cause.php

Important note: this form will only accept attachments in a pdf, jpeg, gif, doc or docx format. You may need to alter your files to fit these requirements.

Make sure that you keep a copy of the confirmation that your submission has been received to verify you have met the submission deadline.