

How to Write your Show Cause Submissions

A step-by-step guide on how to draft your Show Cause Submissions

1. DESCRIBE THE CIRCUMSTANCES THAT HAVE AFFECTED YOUR STUDIES

Under this heading, provide the reasons for your poor academic performance.

Identify what issues you have experienced and how those issues have affected your ability to academically perform at your best. Refer to supporting evidence where possible, for example:

*“...please see letter confirming my diagnosis from Dr A dated 1 January 2025 (**Attachment A**).”*

Some examples of why academic performance may have been affected are as follows:

Nature of Issue		Example
Personal Issues		
1.	Health Conditions	Physical or mental health
2.	Financial Hardship	Loss of employment
3.	Family and Relationship Issues	Caring responsibilities Breakdown of a relationship
4.	Death	Of a family member or close friend
5.	Victim of Crime	You reported a crime to police You sought protection from the court by way of a Court Order
6.	Transitional difficulties	Adjusting from school to Higher Education Adjusting to life in Melbourne
7.	Language Difficulties	Limited experience using English
8.	Work	Taking on too many hours at work
9.	Uni-life Balance	Giving excessive time to other commitments
Academic Issues		
10.	Being on the wrong course	You want to change your course
11.	Time management issues	Failing to manage academic priorities Taking on too many units

IMPORTANT TO NOTE: These examples may or may not be applicable to your own situation.

2. DESCRIBE ANYTHING YOU HAVE DONE TO OVERCOME THESE CIRCUMSTANCES

Under this heading, list Strategies to Overcome Your Circumstances.

Explain what you will do or put in place to rectify or manage issues identified in section one.

Investigate Swinburne services available to you and find out how these can assist you:

Service & Contact Information		Examples of when they can help
1.	Health Services GP's, mental health professionals, pathology and physiotherapists Our Health Services Swinburne	Family and relationship support. Anxiety around placement or assessments. Long-term illness.
2.	Student Success Advisors Coaching for HE students Student Success Advisers Swinburne Student Success Coaches Coaching for PAVE students Student Success Coach Swinburne	Timetabling and time management. Returning to studies after a period of absence. Reducing your study load. *
3.	Learning and Academic Skills (LAS) Assessment and Study Support LAS Swinburne	Struggling to transition from school. Language barriers.
4.	AccessAbility Support for individuals with a disability, medical condition, mental health condition or primary carer responsibilities. Accessibility Swinburne	Ongoing physical or mental health issues. Primary carer for a family member.
5.	Accommodation Accommodation Support Services Accommodation Swinburne	Homelessness. Living in a disruptive household.
6.	Student Equity Adviser Financial Support and Advice Student Equity Swinburne equity@swinburne.edu.au	Financial difficulties which have affected your studies.
7.	Careers & Employability Career advice and resources Careers Swinburne	Chosen the wrong course.

** You must check whether you are eligible to do so. If you are in receipt of a scholarship, you must speak to the Scholarships Team for advice and check what the consequences would be.*

Your Advocacy Officer can assist in identifying which services would be relevant to you.

Please remember to back up your submissions with evidence, for example:

*“To help resolve my time keeping and scheduling issues I intend to engage with the Student Success Advisors. Please see screenshot of email from the SSA’s confirming my appointment with them on 1 January 2025 (**Attachment B**).”*

3. PREVIOUS PROGRESS REVIEW OR PROBATION STATUS

- a. If you have had a previous show cause notification, please provide the details here. Have you previously been given conditions and did you meet them? If not, you need to explain why.

- b. 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 PANEL

- Discuss your ideal outcome or your future plans for example:
 - Take a Leave of Absence to save money/ resolve personal issues
 - Enrol part-time or reduce study load to make your study load more manageable
 - Continue studying full time with ongoing counselling and student coach management
- Discuss your goals and inspirations, demonstrating your passion for Swinburne and your chosen course:
 - What motivates you to put in the work and meet academic progress requirements over the next review period?
 - Why are you taking this course?
 - What are your career goals?
 - Have you completed a number of units successfully demonstrating that you are capable of being a successful student?

5. SUPPORTING DOCUMENTS (EVIDENCE)

The claims in your application must be supported by evidence. Attempt to cover all points raised, where possible.

Types of evidence include:

- Appointment confirmations
- Letters from Swinburne enrolment team
- Copy of a tenancy agreement

- Letter from medical professional
- Death certificate
- Statutory declaration (these are written statements that are legally binding. This is useful for when you do not have any other evidence)
- Employment documents
- Police reports

What if I can't get the supporting document before my submission is due?

You should make every effort to obtain all necessary evidence. In exceptional circumstances, you may not be able to do this. In these rare cases, arrange to obtain it ASAP and advise when it will be available in your application.

Don't forget to get one of our Advocates to check your submission before you lodge it.

[Click here](#) fill out your details and attach your draft submissions.

This is a free, confidential and independent service supplied by Swinburne Student Association.
