

## How to write your Show Cause Submissions

### Swinburne Online

#### 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 X dated XXX (**Attachment A**).”*

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

Nature of Issue		Example
<b>Personal Issues</b>		
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
<b>Academic Issues</b>		
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 not be applicable to your own circumstances.

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

Service & Contact Information		Examples of when they can help
12.	<b>Health Services</b> GP's, mental health professionals, pathology and physiotherapists <a href="#">Our Health Services   Swinburne</a>	Family and relationship support. Anxiety around placement or assessments. Long-term illness.
13.	<b>Student Advisors</b> General Support for SOL students <a href="#">Student Advisors   SOL</a>	Unsure where to turn for guidance. Academic and study skills. Enrolment and course advice. Careers advice.
14.	<b>Student Coaches</b> Study help for SOL students <a href="#">Student Coaches   SOL</a>	Timetabling and time management. Returning to studies after a period of absence.
15.	<b>Assignment Assistance</b> Assessment and Study Support <a href="#">Assignment Assistance   SOL</a>	Help and feedback on assessments. Tutorial groups offering support. Online assessment discussions.
16.	<b>AccessAbility</b> Support for individuals with a disability, medical condition, mental health condition or primary carer responsibilities. <a href="#">Accessibility   Swinburne</a>	Ongoing physical or mental health issues.  Primary carer for a family member.
17.	<b>Student Equity Adviser</b> Financial advice service <a href="#">Student Equity   Swinburne</a> <a href="mailto:equity@swinburne.edu.au">equity@swinburne.edu.au</a>	Financial difficulties which have affected your studies.

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 Coaches. Please see screenshot of email from the Student Coaches confirming my appointment with them on XXX (**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 for 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 Online 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 the 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.

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**Don't forget to ask our Advocates to check your submission before you lodge them.**

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

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

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