

Student Academic Progress – Final Stage Show Cause

Submission form

Information sheet

This form is to be completed by

Students who have received an 'ACTION REQUIRED: Your academic progress – provide a written submission' notification from your school or college and want to submit a show cause for the Program Assessment Board (PAB) consideration.

Submission requirements

This form should be completed and submitted to your school/college for consideration by the Program Assessment Board (PAB) within 10 working days of receiving your notification email communication. Late submissions will not be accepted by the PAB.

What will happen next? Will I be able to continue to study in my program?

The PAB will consider all timely show cause submissions and provide an outcome in writing which will be sent to your RMIT student email account. The outcome is usually provided to students within 21 days of the submission deadline. While you are waiting for an outcome you are able to continue to study in your enrolled courses. The PAB will either decide that your show cause submission has been successful and you will be permitted to continue your studies in the program or the PAB will recommend that you be excluded from your program for 12 months. When you receive your notification of intention to be excluded you are able to make an [appeal against an exclusion](#) which must be submitted within 20 working days of the date you received the notification to exclude.

Communication

Your RMIT student email account will be used for correspondence related to your show cause submission.

Further assistance

We strongly recommend that you read the University regulations, policies and processes governing assessment:

- [Regulations](#)
- [Policy](#)
- [Processes](#)

You can also contact the RMIT Student Union for advice and support: rusu.rmit.edu.au.

To make an appointment with a student rights officer, tel. +61 3 9925 5004 or email student.rights@rmit.edu.au.

Resources

[Academic progress](#)

Privacy

Information supplied as part of your appeal submission will be treated in a confidential manner in accordance with the RMIT *Privacy policy* and the provisions of other relevant state and Australian Government information handling acts, regulations and statutes. Refer to rmit.edu.au/privacy.

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If you need more space, please attach additional page/s and write 'see attached' in the relevant section.

Section A – Personal details

RMIT student number _____ Date of birth (DD/MM/YYYY) _____

Family name _____ Given name _____

Section B – Program details

Program code _____ Program name _____

School _____ College _____

Section C – Explain why your academic performance has been unsatisfactory

For the teaching periods in which you've been identified as at risk, especially the most recent teaching period, you need to explain:

- what went wrong and why (including both academic and personal circumstances that have impaired your performance)
- how much time each week you've spent in class and studying, and how much time you've spent on other commitments such as employment
- what you've done to resolve these issues, including any help you've sought
- what you've done to carry out your Academic Performance Improvement Plan.

We strongly encourage you to provide a personal statement with full explanations to support your submission. Please note that all personal information will be treated as Confidential.

Academic issues

Please outline any academic issues that you may have experienced and how they have impacted your study.

Personal issues

Please outline any personal issues that you may have experienced and how they have impacted your study.
(For example, health, financial, family, living arrangements, work commitments).

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Section C – Explain why your academic performance has been unsatisfactory (continued)

Explain how your performance will improve

For the next teaching period, you need to explain:

- whether the issues that impaired your academic performance are still present, or your situation has improved
- if the issues are still present, how you'll minimise their impact on your performance
- your short-term and long-term plans to improve your study skills and academic performance.

Plan/s for improvement

Section E – Evidence provided with submission

You should provide independent supporting documentation to support any of the circumstances that you have mentioned. (For example, a letter or report from a health practitioner or counsellor, a death certificate or funeral notice, police report, evidence of the use of support services recommended in your Academic Performance Improvement Plan (APIP).

If you provide evidence that is in a language other than English, you must also provide an English translation by a NAATI-accredited translator.

Please list the supporting documentation that you have attached.

Section F – Student declaration

1. I declare the information provided by me is true and correct in every detail and I acknowledge that RMIT University reserves the right to confirm the information provided and may vary or reverse any decision on the basis of incorrect or incomplete information.
2. I give consent for the University to contact my treating practitioner and/or other person or organisation named in supporting documentation to confirm/clarify the information provided and for the practitioner or other person/organisation to provide information limited to the impact of the medical/health condition in my show cause application.
3. I understand that I may be asked to provide a more specific consent to disclosure of information should this be required by the Program Assessment Board.
4. I understand that it is my responsibility to provide the evidence to support my submission. Provision of false or misleading information is grounds for disciplinary action.

Student signature _____ Date (DD/MM/YYYY) _____

Submission instructions

You're required to complete and submit this form, together with any supporting documentation/evidence. You must ensure your show cause is submitted within 10 working days of receiving your notification email. Late submissions will not be accepted by the PAB.

Your school or college submission information can be found [here](#).