

# How to write your Show Cause Submissions

## A STEP BY STEP GUIDE

TO BE USED WITH THE SHOW CAUSE TEMPLATE

### **SECTION 1: DESCRIBE THE CIRCUMSTANCES THAT AFFECTED YOUR STUDIES**

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

What issues have you experienced? How did the issues affect your academic performance?

Refer to supporting evidence where possible, for example:

*"...please see letter confirming my diagnosis from Dr A dated 1 January 2026 (Attachment A)."*

#### **PERSONAL EXAMPLES**

Health                                      Language difficulties  
Caring responsibilities      Employment  
Family and relationship      Bereavement

#### **ACADEMIC EXAMPLES**

Being on the wrong course  
Time management issues

### **SECTION 2: DESCRIBE ANYTHING YOU HAVE DONE TO OVERCOME THESE CIRCUMSTANCES**

Under this heading, **list strategies to overcome your circumstances.**

Explain what steps have you taken or will you take to manage issues identified in section one.

#### **Consider reaching out to Swinburne services for assistance (linked here)**

You should back up your submissions with evidence where possible, for example:

Appointment confirmations  
Medical statements  
Correspondence confirming engagement

#### ◆ **Health Services**

GP's, mental health professionals, pathology and physiotherapists

#### ◆ **Student Coaches (HE) & (PAVE)**

Academic coaching for HE & PAVE students

#### ◆ **Learning and Academic Skills (LAS)**

Assessment and study support

#### ◆ **AccessAbility**

Support for individuals with a disability, medical condition, mental health condition or primary carer responsibilities.

#### ◆ **Accommodation**

Accommodation support services

#### ◆ **Student Equity Advisors**

Financial Support and Advice

#### ◆ **Careers & Employability**

Career advice and resources

### **SECTION 3: PREVIOUS PROGRESS REVIEW OR PROBATION STATUS**

A. If you have previously received show cause notification, provide details here.  
If you previously failed to meet conditions you must explain why.

B. If you have not had to show cause before simply write:  
“I have not had to show cause previously.”

### **SECTION 4: ADDITIONAL INFORMATION THAT MAY ASSIST THE PANEL**

**Example 1: your ideal outcome or your future plans...**

*Take a Leave of Absence to resolve issues  
Enrol part-time or reduce study load  
Continue studying full time with coaching*

**Example 2: your goals and aspirations, demonstrating your passion for Swinburne and your chosen course...**

*What motivates you to put in the work and meet academic progress requirements?  
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?*

### **SECTION 5: EVIDENCE**

Your submissions must be supported by evidence, examples include:

- ◆ Appointment confirmations
- ◆ Letters from Swinburne enrolment team
- ◆ Tenancy agreement
- ◆ Medical letter
- ◆ 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

In exceptional circumstances, you may be able to submit evidence after the submission deadline. Please arrange to obtain it ASAP and advise when it will be available in your application.

**REGISTER WITH ADVOCACY TO HAVE AN ADVOCATE REVIEW YOUR SHOW CAUSE SUBMISSIONS AND EVIDENCE BEFORE YOU LODGE THEM**

**[CLICK HERE](#), FILL OUT YOUR DETAILS AND ATTACH YOUR DRAFT SUBMISSIONS.**

**SWINBURNE ADVOCACY SERVICE IS A FREE, CONFIDENTIAL AND INDEPENDENT SERVICE SUPPLIED BY SWINBURNE STUDENT ASSOCIATION.**

