

# Show Cause Submission Form for Students with Unsatisfactory Progress Status



**Student Progress Review – this form must be submitted not more than 5 working days from the date of your "Show Cause" letter.**

### When should you use this form?





This form will assist you to provide the information needed to assess your case. You must attach your submission letter behind this form, along with any supporting documentation.

You may find it helpful to discuss your situation with a Student Academic Advisor in the Swinburne Sarawak Student Council (SSSC); a counsellor available in Swinburne; or an International Student Advisor in Swinburne International Office before responding.

**YOUR SUBMISSION MUST BE RECEIVED BY 5:00 PM ON THE SCHEDULED DATE IN THE SHOW CAUSE NOTIFICATION LETTER. FAILURE TO REPLY BY THIS TIME WILL RESULT IN AUTOMATIC EXCLUSION FROM YOUR PROGRAM.**

Fields marked with  are mandatory






### Personal Details

Student ID:		<input type="text"/>
Surname/Family Name:		<input type="text"/>
Given Names: (leave space between names)		<input type="text"/>
Telephone/Mobile:		<input type="text"/>

Is your correct address recorded with Swinburne? Please ensure you check and update your personal details with Student Central. Please note it is your responsibility to ensure that your address is up to date at all times. If the University does not have a current address for you and you do not receive information pertaining to your "show cause", then this is not grounds for an appeal.

The university will also contact you via your **Swinburne Student email address** and you will need to check this regularly until you are advised your Progress Review outcome.

### Course Details

Course Code:		<input type="text"/>
Course Title:		<input type="text"/>
Campus:		<input type="text"/>
Student Type:		<input type="checkbox"/> International Student <input type="checkbox"/> Domestic Student
Study Mode:		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time

# Show Cause Submission Form for Students with Unsatisfactory Progress Status



## Written Submission

Please write a submission addressing the following 4 sections below: 📄

- **Describe the circumstances that have affected your studies:**

For example, were there any health, family, relationship or employment issues that had an impact on your ability to study? Describe how these circumstances affected your studies. *(1500 characters left)*

- **Describe anything you have done to overcome these circumstances:**

Describe any solutions or protective measures you have in place, or about to put in place, that will help you manage your studies. If the circumstances that affected your studies are no longer an issue, please tell us (eg medical condition healed/overcome). *(1500 characters left)*

- **Prior Progress Review Interviews or probation Status:**

If you have met with a Progress Review Panel previously, please tell us what steps you took to follow up any recommendations they made or conditions that you were told to follow. OR, If you were on probation, did you follow the probation conditions that were required (eg Did you attend the Probation Management session? Did you meet with your PR Coordinator?) *(1500 characters left)*

- **Additional information that may assist the Panel:**

Have you attended most of your classes throughout the year? How many hours per week do you usually study outside of class time? Are you aware that the University allows students to apply for special consideration where circumstances outside your control interfere with your studies? *(1500 characters left)*

If you are unable to meet the deadline due to circumstances beyond your control you must contact the Secretary of the Progress Review Panel within five working days of the date of your Show Cause letter.

# Show Cause Submission Form for Students with Unsatisfactory Progress Status



## Supporting Documentation

All accompanying documentation, including medical certificates, must be original or certified copies. Photocopies will not be accepted. You may like to keep a copy for your records. Documentation will not be returned.

**Please note**, if there is further evidence which is not available at the time of submission, please state this in your submission, indicating when it will be available. You must submit all evidence which is reasonably available at the time of your review.

### EMAIL OR HAND THIS FORM AND DOCUMENTATION TO:

Student Central or  
email to:  
[sc@swinburne.edu.my](mailto:sc@swinburne.edu.my)

## Submission Checklist

- I have completed all sections of this form. ❌
- I have checked that my correct contact details are recorded with Student Central. ❌
- I have attached all relevant documentation in support of my submission. ❌
- I have attached a copy of my Academic Progress Plan. ❌

## Student Declaration

I have read the [Academic Courses Regulation](#).

I have also read the [Academic Progress Policy](#).

I am aware that failure to provide supporting documentation that is reasonably available at the time of submission is not grounds for appeal.

I understand that not having an up to date address/or contact details is not grounds for an appeal.

I am aware that I must be available for a hearing if required and acknowledge that failure to attend the hearing may result in automatic exclusion.

I agree to the terms stated above.

Name: ..... (IN BLOCK LETTERS)	Signature: ..... Date: .....
-----------------------------------	---------------------------------

Office Use Only		Date: / /
Conditional	Student allowed to continue with conditions after attending a hearing	Yes No
To be reviewed	Student allowed to continue with conditions without being required to attend a hearing	Yes No
Unsatisfactory	Temporary status identifying a student who must show cause and may be required to attend a hearing	Yes No
Suspended	Student is required to take a Leave of Absence (LOA)	Yes No
Excluded	Student was excluded after attending a hearing	Yes No
<b>Chair, Progress Review Panel</b>		
Signature : .....		
Date: .....		