

## Show Cause Student Information Sheet

The Australian College of Applied Psychology endeavours to provide support to its students and will monitor individual academic progress. Any student who has been notified in writing of unsatisfactory course progression is able to submit a show cause submission to the Academic Dean.

All Show Cause submission must be accompanied by a [Show Cause Cover Sheet](#) which is available on [A-Z forms](#) of the ACAP's website.

Below are some frequently asked questions that may assist you with your submission.

- **What happens if I don't show cause?**

Your enrolment at the College will be discontinued as detailed in the Course Progression Policy.

- **What is the deadline for my submission to show cause?**

Show cause submissions must be submitted **within 10 working days** of the date of notification of the decision.

- **What happens if I need more time to obtain supporting documentation?**

If you require an extension to obtain your supporting evidence, please contact the Deputy Registrar immediately at [registrarsoffice@navitas.com](mailto:registrarsoffice@navitas.com) to obtain a new deadline. Obtaining a new deadline for submission is very important.

- **What happens if I miss the deadline?**

Show cause submission will not be accepted past the deadline of 10 working days from the date of notification or the new deadline as agreed by the Registrar's Office.

- **What sort of information do I need to include in my submission?**

Your submission should contain as much relevant information and supporting documentation as possible to help the College reach a decision, including:

- any compassionate or compelling reasons for your previous performance, supported by documentary evidence,
- any remedial action undertaken since you were advised of the academic caution or of being at risk of unsatisfactory course progression, and
- how you intend to improve your academic performance if permitted to continue your studies.

**Please refer to the *Show Cause – Letter Template* provided on page 2 to assist you with your submission. Please note this is to be used as an example only and yours may differ.**

## Letter Template – Show Cause

[Your Name]  
[Student Number]  
[Postal Address]  
[Email]

[Date]

The Academic Dean  
Australian College of Applied Psychology  
Level 11, 255 Elizabeth Street  
SYDNEY NSW 2000

To the Academic Dean

### Re: Exclusion from Course Program

#### Introduction:

*"My name is [Student Name] and I am a Domestic/International student studying [Program Name]. I am currently completing my \_\_\_ year of study. I am writing to show cause as to why my enrolment at the College should not be discontinued."*

State the grounds for your appeal:

#### 1. State your understanding of showing cause

*You will need to confirm your own understanding as to why the College has required you to show cause in order for your enrolment to continue with the College.*

*"I am being asked to show cause because ..."*

#### 2. Identify the problem

*You need to explain what has been happening in your life which has impacted on your study. Provide details of the circumstances/problems that have affected your academic progress such as personal, financial, medical or emotional issues. You may also like to discuss which areas of academic skills you are having trouble with.*

*"The reason I have been having trouble passing assignments/exams is..."*

#### 3. What your proposed solution/action plan will be for your future studies

*Provide details about what has changed or what steps you have taken to overcome these problems. This could be seeing a counsellor, seeing an academic skills adviser, or receiving medical treatment. If relevant, discuss changes in living arrangements, personal relationships and your work commitments, etc. The main point is to convince the committee that you are now (or will be next year/semester) in a much better position to successfully complete your studies.*

*"Since being informed of at risk status I have contacted student learning support and have submitted my assignments to them for checking..."*

*"In the future I will be working less hours and therefore will be able to devote more time to study..."*

#### Conclusion:

*Summarise the main points including how the exclusion would affect you. You may want to thank the committee for their time in considering your case. Outline what outcome you are seeking.*

Yours Sincerely,

[Student Name]  
[Student ID Number]

**Attachments:**

*Please list your supporting evidence that is relevant to your case, on a separate sheet of paper in the order it appears in your letter and attach copies of these.*

*Examples may include: statutory declarations, letters of support from a professional person (counsellor/doctor), academic transcripts, special consideration form, etc.*

***Please note: these must be substantial and sufficient to allow the College to come to a decision.***