

## Student Advocates' guide to Showing Cause Against Exclusion

### What is This About?

If you have received an email saying that you might be excluded from your course, you will have a chance to show the University why you should be allowed to continue. This is called Showing Cause Against Exclusion, and you need to provide enough information to convince the University that you will be successful.

### Before getting started

- Check the deadline to submit your response.
- Think about taking a break from your study. We know that sometimes your life circumstances will prevent you from being able to reach your full potential, so it can be good to consider taking a break.
- If you want to continue your study, think about specific strategies you can use to ensure you will be successful.
- If you would like feedback on your draft, you can send it to [studentadvocate@csu.edu.au](mailto:studentadvocate@csu.edu.au). Ensure you allow 2 working days before your deadline for feedback.

### Step-by-Step Instructions:

1. Access the Show Cause Against Exclusion form via your [Student Portal](#);
2. **Late Show Cause:** If your submission deadline has passed, explain why you were unable to submit sooner and include supporting evidence.
3. **Reasons for exclusion:** Select all the reasons listed on your Academic Progress Notice (email).
4. **Contributing factors:** Explain how each factor impacted your ability to complete your study.
5. **Why these factors won't impact future study:** Explain why each factor no longer impacts your study ability to study and provide evidence (e.g. the factors were temporary, the circumstances have changed).
6. **Explain the changes/strategies you have taken to improve your progress:** Describe specific steps you have taken to improve chance of success in your study and provide evidence (e.g. reduced hours at work, relocated to access family support, changed study mode, reduced study load, registered for a [Study Access Plan](#), etc.).

### Tips:

- Write in full paragraphs and include enough information for the decision-maker to understand your case.
- Be as specific as possible about the strategies you will use to ensure you are successful.
- Include supporting evidence. Evidence of the adverse circumstances that led to your previous fail grades **must** cover **ALL** the sessions where your performance was affected. Evidence of new strategies should be clearly explained in your Show Cause form.
- Refer to your Academic Progress Plan and explain why the strategies you implemented were not successful in improving your progress and explain how you will rectify this in the future.
- If your assessment results have improved since you were asked to Show Cause, provide evidence of this.