



- Were the circumstances academic or personal?

### Efforts and improvements:

- What have you done to improve the situation? (Assistance, PIP implementation, self-efforts, registration with ELS, etc.)
- What was the result of these efforts? (What worked well? What did not work well? Please be specific.)
- What other commitments (employment, another study program, etc.) did you have? How many hours did you spend on these commitments per week in previous semester?
- How many hours on average per week did you spend on self-studying in previous semester?

- How many percent of class attendance did you commit to in previous semester?
- Is this program the right academic program for you?

**The future plan:**

What steps are you taking to address each of the issues mentioned above to improve your academic performance?

**Other:**

Is there any other relevant information you want to include?

I believe that the above letter indicates the exceptional/unexpected/severe circumstances that have occurred and strongly affected my ability to perform academically to my full potential. I truly hope you will consider my case and allow me to (WHAT DO YOU WISH TO HAPPEN) .

Regards,

(Your Name)

Documentary evidence in support of my unsatisfactory academic progress show cause application:

List all items:

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**Note:** you are required to substantiate any claims with valid and relevant documentary evidence. All documents are to be provided in English.

Dependent upon your circumstances, relevant documentary evidence may include:

- a medical report detailing a serious event or circumstance that has had a significant impact on your academic performance
- a police report detailing a serious event or circumstance that has had a significant impact on your academic performance
- death certificate/funeral notices (e.g. close relative)
- evidence of attendance from referrals/recommendations you agreed to in your PIP.

### **Student declaration**

I understand that my student email inbox must be able to receive incoming email, i.e. maximum storage limits have not been reached.

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.

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.

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.

I understand that it is my responsibility to show cause and to provide the evidence to support my submission. Provision of false or misleading information is grounds for disciplinary action.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_