

EXAMPLE LETTER – SHOW CAUSE SUBMISSION

The Secretary
The Faculty Academic Progress and Discipline Committee
Faculty of (insert your faculty)
Deakin University
(insert address of your campus)

Date

SHOW CAUSE SUBMISSION – APPEAL AGAINST EXCLUSION/RESTRICTION

(select correct one)

I wish to appeal against exclusion/restriction relating to my course (state the name of your course here) pursuant to University Regulation 5.5(1) Part 3, section 17.

Brief Introduction

Provide the committee with some information about yourself. Some things you might like to include here are year and area of study, academic history, evidence of your integrity, the effect receiving the letter proposing to exclude/restrict has had upon you.

This should be kept to approximately one paragraph in length.

State the grounds for your appeal

1. Identify the problem

Provide details of the circumstances/problems that have affected your academic progress and/or prevented you from satisfactorily completing a compulsory practicum, such as personal, financial, physical or emotional situations.

2. Focus on the solution

Provide details about what has changed or what steps you have taken to overcome these problems. This could be seeing a counsellor, moving to a more stable environment, having a different relationship, receiving medical treatment, changing your job, attending study skills workshops offered by Student Life, or seeing an academic skills advisor, 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.

If you failed a compulsory practicum, outline the strategies you will put in place to ensure you will successfully pass the practicum if given the opportunity to repeat it.

Conclusion

Summarise the main points. You might also want to include a statement saying that you are seeking the Committee's assistance in resolving the matter and ask that the rules of natural justice be applied to your case.

Yours sincerely

Place your signature here

Student Name
Student ID
Address for mailing
Telephone
E-mail



DUSA –
Student Rights

Burwood & Toorak
Ph: (03) 9244 6356

Warrn Ponds &
Waterfront
Ph: (03) 5227 3322

Warrnambool
Ph: (03) 5563 3378

Email:
dusa-advocacy@deakin.edu.au

Attachments

Provide copies of any documents that you think are relevant to your case. Some examples include statutory declarations, letters of support from a professional person (counsellor/doctor), academic transcripts, special consideration form, etc.