



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Procedure:

Show Cause

Effective: 5 May 2020

Audience: Staff and Students

Policy Category: Academic

Policy Sub-category: Student Administration

Keywords:	Show cause; program termination; university suspension
Procedure Owner:	Deputy Vice Chancellor, Academic
Responsible Officer:	Student Appeals and Conduct Officer
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1 PURPOSE

- 1.1 Students may experience difficulties which negatively impact their academic performance. The Show Cause process affords a Student subject to Program Termination or University Suspension an opportunity to explain the reasons for their poor academic performance prior to the termination or suspension being applied. In addition, this process supports the University to consider a Student's individual situation and offer pastoral care to those Students who could, with available University support structures, successfully complete their studies.
- 1.2 The purpose of the Show Cause process is to allow a Student to continue studying, where there is sufficient evidence of the Student's capacity to successfully complete their degree. The University should inform the Student of any relevant University process and/or service that may assist the Student in their studies. The Show Cause process is intended to improve the Student experience at the University.

2 SCOPE

- 2.1 This Procedure applies to Students enrolled in pathway, sub-bachelor, undergraduate and postgraduate coursework programs, with the exception of programs that include full-year courses.
- 2.2 This Procedure does not apply where a Student is subject to:
 - 2.2.1 University Termination for a third failure of a Core Curriculum Course;
 - 2.2.2 University Suspension or University Termination on non-academic grounds, including, but not limited to:
 - (a) Non-payment of fees;
 - (b) Following discipline proceedings.
- 2.3 A Student will not be afforded the opportunity to Show Cause in relation to a Program Termination if they are identified at a Board of Examiners meeting as Subject to Program Termination following a third failure of a Compulsory Course.
- 2.4 A Student will not be afforded the opportunity to Show Cause in relation to a University Suspension where:
 - 2.4.1 The Student recorded three consecutive Semesters of Unsatisfactory Progress and was afforded the opportunity to Show Cause in relation to a University Suspension the previous Semester; or
 - 2.4.2 The Student is subject to University Suspension for two consecutive Semesters of Unsatisfactory Progress and has been afforded on three previous occasions the opportunity to Show Cause when subject to University Suspension for two consecutive Semesters of Unsatisfactory Progress; or
 - 2.4.3 The Student has not complied with the conditions imposed as part of a previous Show Cause outcome; or
 - 2.4.4 The University determines it is not in the interest of the Student or the University to do so.

3 RELATED POLICIES AND REGULATIONS

- 3.1** This Procedure should be read in conjunction with other relevant Regulations, Policies and Guidelines, including:
- 3.1.1 *General Regulations*
 - 3.1.2 *Policy: Student Appeals*
 - 3.1.3 *School Regulations*
 - 3.1.4 *Course Regulations*
 - 3.1.5 *Policy: International Students*
 - 3.1.6 *Policy: Students with a Disability*

4 SHOW CAUSE PROCESS – PROGRAM TERMINATION

- 4.1** A Student will be requested to Show Cause if they are identified at a Board of Examiners meeting as subject to Program Termination following a second failure of a Compulsory Course or Courses.
- 4.2 Timing for lodging Show Cause:** The Student must lodge their Show Cause submission within ten Working Days of receipt of the written correspondence requesting the Student to Show Cause. Submission outside of this timeframe may be considered under exceptional circumstances.
- 4.3 Non-submission of Show Cause:** Where a Student does not lodge a Show Cause submission within the required timeframe, the Student will be:
- 4.3.1 Program Terminated, and as such will be unable to enrol in any Program in which the failed Course is a compulsory component;
 - 4.3.2 Eligible to appeal their Program Termination, as per the *Policy: Student Appeals*;
 - 4.3.3 Eligible to apply for enrolment in a Program where the failed Course is not a compulsory component.
- 4.4 Form and content of submission:** The Student must make their Show Cause submission in writing to the Student Appeals and Conduct Officer. The submission should include, at a minimum, an outline of:
- 4.4.1 What factors impacted the Student's academic performance in the Course(s); and
 - 4.4.2 Why the Student believes they should be granted a third and final attempt at the Course(s); and
 - 4.4.3 What actions the Student intends to undertake to pass the Course(s) on the third and final attempt.
- 4.5 Review of Show Cause submission:** The Dean shall review and determine the outcome of the Show Cause within ten Working Days of receipt of the submission. In determining the outcome, the Dean may:
- 4.5.1 Take into consideration the Student's file and full academic record, including, but not limited to, previous requests to Show Cause;
 - 4.5.2 Request the Student provide supporting documentation to substantiate information provided in their submission;
 - 4.5.3 Request the Student attend a meeting regarding their Show Cause submission;
 - 4.5.4 Consult the Dean of another School in which the Student was enrolled in a Course;
 - 4.5.5 Determine conditions in regard to a Student's continued enrolment, including, but not limited to:

- (a) Requiring the Student to attend meetings with the Student’s Program or Course Coordinator, or other relevant academic staff member;
 - (b) A reduced enrolment load, where appropriate;
 - (c) Requiring the Student to seek assistance from appropriate academic and / or non-academic services at the University;
 - (d) Requiring the Student to provide appropriate supporting documentation to demonstrate fitness to return to study.
- 4.6** Where additional documentation or a meeting with a Student is requested by the Dean, the outcome of the Show Cause submission shall be determined within ten Working Days of the requested documentation being received or date the meeting was held.
- 4.7** Where requested documentation is not submitted by the Student within the requested timeframe or the Student does attend the scheduled meeting, the Dean reserves the right to determine the outcome of the Show Cause submission in the absence of the documentation or meeting.
- 4.8** Where possible exceptional circumstances or grounds for appeal are identified in the Show Cause submission, the Student may be advised to submit an appeal, application for a Retroactive Withdrawal, or other relevant measure.
- 4.9 Outcome of Show Cause:** Where a Student has:
- 4.9.1 Shown sufficient cause to allow them to continue their studies, the Student will be:
 - (a) Eligible to resume their studies the following Semester, subject to any conditions imposed by the Dean;
 - (b) Remain on the academic standing reflective of their overall performance in that semester;
 - (c) Granted a third and final attempt at any Course that directly contributed to the request for them to Show Cause.
 - 4.9.2 Not shown sufficient cause to allow them to continue their studies, the Student will be:
 - (a) Program Terminated, and as such will be unable to enrol in any Program in which the failed Course is a compulsory component;
 - (b) Eligible to apply for enrolment in a Program where the failed Course is not a compulsory component.
- 4.10 Notification:** The Dean shall advise the Student, Student Administration, the Student Appeals and Conduct Officer, and the Dean of any other School the Student is enrolled of the determination in writing.
- 4.11 Further appeal:** A Student may appeal their Program Termination to the Deputy Vice Chancellor Academic, as per the *Policy: Student Appeals*.

5 SHOW CAUSE PROCESS – UNIVERSITY SUSPENSION

- 5.1** A Student will be requested to Show Cause if they are identified at a Board of Examiners meeting as subject to University Suspension due to:
- 5.1.1 Two consecutive Semesters of Unsatisfactory Progress; and/or
 - 5.1.2 A second failure of a Core Curriculum Course.
- 5.2 Timing for lodging Show Cause:** The Student must lodge their Show Cause submission within ten Working Days of receipt of the written correspondence requesting the Student to Show

Cause. Submission outside of this timeframe may be considered under exceptional circumstances.

- 5.3 Non-submission of Show Cause:** Where a Student does not lodge a Show Cause submission within the required timeframe, the Student will be:
- 5.3.1 University Suspended for 12 months;
 - 5.3.2 Eligible to appeal the University Suspension, as per the *Policy: Student Appeals*;
 - 5.3.3 Eligible to apply for Re-Admission to the University at the conclusion of the suspension period.
- 5.4 Form and content of submission:** The Student must make their Show Cause submission in writing to the Student Appeals and Conduct Officer. The submission should include, at a minimum, an outline of:
- 5.4.1 What factors impacted the Student's academic performance; and
 - 5.4.2 Why the Student wishes to continue their studies; and
 - 5.4.3 Where a Student is subject to University Suspension for a second failure of a Core Curriculum Course, why they should be granted a third and final attempt at the Core Curriculum Course; and
 - 5.4.4 What actions the Student intends to undertake to improve their academic performance.
- 5.5 Review of Show Cause submission:** The Dean shall review and determine the outcome of the Show Cause within ten Working Days of receipt of the submission. In determining the outcome, the Dean may:
- 5.5.1 Take into consideration the Student's file and full academic record, including, but not limited to, previous requests to Show Cause;
 - 5.5.2 Request the Student provide supporting documentation to substantiate information provided in their submission;
 - 5.5.3 Request the Student attend a meeting regarding their Show Cause submission;
 - 5.5.4 Consult the Dean of another School in which the Student was enrolled in a Course;
 - 5.5.5 Impose conditions on the Student's continued enrolment, including, but not limited to:
 - (a) Requiring the Student to attend meetings with the Student's Program Coordinator, or other relevant academic staff member;
 - (b) A reduced enrolment load, where appropriate;
 - (c) Requiring the Student to seek assistance from appropriate academic and / or non-academic services at the University;
 - (d) Requiring the Student to provide documentation that demonstrates their fitness to study.
- 5.6** Where additional documentation or a meeting with a Student is requested by the University, the outcome of the Show Cause submission shall be determined within ten Working Days of the requested documentation being received or date the meeting was held.
- 5.7** Where requested documentation is not submitted by the Student within the requested timeframe or the Student does attend the scheduled meeting, the Dean reserves the right to determine the outcome of the Show Cause submission in the absence of the documentation or meeting.
- 5.8** Where possible exceptional circumstances or grounds for appeal are identified in the Show Cause submission, the Student may be advised to submit an appeal or an application for a Retroactive Withdrawal, or other relevant measure.

5.9 Outcome of Show Cause: Where a Student has:

- 5.9.1 Shown sufficient cause to allow them to continue their studies, the Student will be:
- (a) Eligible to resume their studies the following Semester, subject to any conditions imposed by the Dean;
 - (b) Remain on the academic standing reflective of their overall performance in that Semester;
 - (c) Granted a third and final attempt at the failed Core Curriculum Course which directly contributed the request to Show Cause, where relevant.
- 5.9.2 Not shown sufficient cause to allow them to continue their studies, the Student will be:
- (a) University Suspended for 12 months;
 - (b) Eligible to apply for readmission to the University at the conclusion of the suspension period.

5.10 Notification: The Dean shall advise the Student, Student Administration, the Student Appeals and Conduct Officer, and the Dean of any other School the Student is enrolled of the determination in writing.

5.11 Further appeal: A Student may appeal the University Suspension to the Deputy Vice Chancellor Academic, as per the *Policy: Student Appeals*.

6 SHOW CAUSE PROCESS — SIMULTANEOUS PROGRAM TERMINATION AND UNIVERSITY SUSPENSION

- 6.1** Where a Student is subject to Program Termination for a second failure of a Compulsory course and is also simultaneously subject to University Suspension as per Clause 5.1, the Student may lodge a single Show Cause submission addressing both matters.
- 6.2** Where a Student is subject to Program Termination for a third failure of a Compulsory course and is also simultaneously subject to University Suspension, as per Clause 5.1, only the matter of the University Suspension will be considered within the Show Cause process, as per Clause 2.3.
- 6.3 Timing for lodging Show Cause:** The Student must lodge their Show Cause submission within ten Working Days of receipt of the written correspondence requesting the Student to Show Cause. Submission outside of this timeframe may be considered under exceptional circumstances.
- 6.4 Non-submission of Show Cause:** Where a Student does not lodge a Show Cause submission within the required timeframe, the Student will be:
- 6.4.1 Program Terminated, and as such will be unable to enrol in any Program in which the failed Course is a compulsory component;
 - 6.4.2 University Suspended for 12 months;
 - 6.4.3 Eligible to appeal the Program Termination and / or University Suspension, as per the *Policy: Student Appeals*;
 - 6.4.4 Eligible to apply for readmission to the University at the conclusion of the suspension period.
- 6.5 Form and content of submission:** The Student must make their Show Cause submission in writing to the Student Appeals and Conduct Officer. The submission should include, at a minimum, an outline of:

- 6.5.1 What factors impacted the Student's academic performance; and
 - 6.5.2 Why the Student wishes to continue their studies; and
 - 6.5.3 Where a Student is subject to University Suspension for a second failure of a Core Curriculum Course, why they should be granted a third and final attempt at the Core Curriculum Course; and
 - 6.5.4 What actions the Student intends to undertake to improve their academic performance.
- 6.6 Review of Show Cause submission:** The Dean will consider the matters of the Program Termination and University Suspension as outlined in Clauses 4 and 5 of this Procedure, respectively.
- 6.7 Outcome of Show Cause:** The Dean may determine that the Student has:
- 6.7.1 Shown sufficient cause in relation to the Program Termination AND University Suspension;
 - 6.7.2 Shown sufficient cause in relation to the University Suspension, but not the Program Termination; or
 - 6.7.3 Not shown sufficient cause in relation to the Program Termination OR University Suspension.
 - 6.7.4 Where a Student is found to have shown sufficient cause in relation to the Program Termination AND University Suspension, the Student will be:
 - (a) Eligible to resume their studies the following Semester, subject to any conditions imposed by the Dean;
 - (b) Remain on the academic standing reflective of their overall performance in that semester;
 - (c) Granted a third and final attempt at any Course that directly contributed to the request for them to Show Cause;
 - (d) Granted a third and final attempt at the failed Core Curriculum Course which directly contributed the request to Show Cause, where relevant.
 - 6.7.5 Where a Student is found to have shown sufficient cause in relation to the University Suspension, but not the Program Termination, the Student will be:
 - (a) Program Terminated, and as such will be unable to enrol in any Program in which the failed Course is a compulsory component;
 - (b) Eligible to apply for enrolment in a Program where the failed Course is not a compulsory component;
 - (c) Placed on the same Academic Status, which applied to their most recent Semester of study;
 - (d) Granted a third and final attempt at the failed Core Curriculum Course which directly contributed the request to Show Cause, where relevant.
 - 6.7.6 Where a Student is found to have not shown sufficient cause in relation to the Program Termination OR University Suspension, the Student will be:
 - (a) Program Terminated, and as such will be unable to enrol in any Program in which the failed Course is a compulsory component;
 - (b) University Suspended for 12 months;
 - (c) Eligible to apply for readmission to the University at the conclusion of the suspension period.
- 6.8 Notification:** The Dean shall advise the Student, Student Administration, the Student Appeals and Conduct Officer, and the Dean of any other School the Student is enrolled of the determination in writing.

6.9 Further appeal: A Student may appeal the University Suspension to the Deputy Vice Chancellor Academic, as per the *Policy: Student Appeals*.

7 RECORDS

7.1 Show Cause submissions and outcomes will be recorded on the Student’s file.

7.2 Where a Program Termination or University Suspension is imposed, either following the lodging or non-lodging of a Show Cause submission, a note will be recorded on the Student’s transcript, as per General Regulation 7.9.2(c).

8 DEFINITIONS

For the purpose of this Procedure, definitions in the *General Regulations* apply.

Version	Date of approval	Approved by	Amendment
1	23 March 2020	Vice Chancellor	New Procedure
2	5 May 2020	DVC, Academic	Minor changes: Clauses 4.2, 5.2 and 6.2 “five” changed to “ten” Working Days. Clause 6.7.5(c) amendment to academic status to align with General Regulations.

9 PROCESS SUMMARY

