26/06/2025 Student ID No.: «StudentID»

«FirstName» «LastName»

«StreetAddress1» «StreetAddress2»

«City» «State» «Postcode»

«StudentEmail»

**Requirement to show cause for unsatisfactory progress**

Dear «FirstName»,

I am writing to you because your academic progress has been identified as unsatisfactory for review period «ReviewPeriod». This is serious and could result in your enrolment being terminated unless you take the actions outlined below.

**Why has your progress been identified as unsatisfactory?**

Your academic progress is determined as being unsatisfactory when you:

1. fail 50% or more of enrolled units or credit points taken during a progression review period for the second (consecutive) time; or
2. fail 50% or more of enrolled units or credit points taken during a progression review period for the third (non-consecutive) time; or
3. fail the same unit or its equivalent on three occasions; or
4. fail any professional experience unit or unit containing professional experience;

Your performance has been determined as being unsatisfactory under [Academic Regulation clause (114)](https://policy.acu.edu.au/document/view.php?id=262&version=2) «Exact\_Regulation\_for\_letter».

**What do you need to do?**

1. Show cause as to why your enrolment should not be terminated.

Provide a written submission to me via email within 20 working days of the date of this letter explaining,

* the circumstances that led to your unsatisfactory progress *and*
* outlining a strategy to improve your academic performance.

For assistance writing a response to this letter, I strongly recommend that you review the online resource, ‘[Responding to a show cause notice’](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/resources/responding-to-a-show-cause-notice). If after watching the online video you still have questions or need assistance with your response, ACU’s [Student Advocacy Service](https://www.acu.edu.au/student-life/student-services/student-advocacy) can assist you.Student Advocacy provides free and confidential information, advice, and referrals. Student Advocacy staff can help you navigate ACU policies and procedures and can assist you in understanding the ‘show cause’ process.

1. If you choose to show cause, you are permitted to remain enrolled and continue to attend classes until a decision is reached. If you do not wish to remain enrolled, please contact [AskACU](https://acu.service-now.com/askacu).

**What will happen next?**

Your written response will be assessed by your Course Coordinator, and a decision will be made whether to allow you to continue in your course or to recommend to the Head of School that your enrolment be terminated.

You will be notified of the outcome within 20 working days of submitting your response.

If you do not provide a written response to this show cause notification by the due date, you will receive notification of termination.

**Who can you contact for help?**

ACU also offer additional services to assist you successfully complete your course:

1. [ACU’s Counselling Services](https://www.acu.edu.au/student-life/student-services/counselling-services%22%20%5Ct%20%22_blank) offer free and confidential counselling to ACU students who are experiencing mental health, personal, study or work-related issues.
2. [ACU’s Access and Disability Service](https://www.acu.edu.au/student-life/student-services/disability-support) has a dedicated team whose primary focus is to support for students with a temporary or ongoing medical/mental health condition, disability, or significant carer responsibilities.
3. [ACU’s Academic Skills Unit](https://www.acu.edu.au/student-life/student-services/academic-skills-development) is a team of educational experts who can support you in your university study and unlock your learning potential.

If you have an Education Inclusion Plan, we recommend that you contact the [Access and Disability Advisor](https://www.acu.edu.au/student-life/student-services/disability-support) who has been supporting you during your studies.

**Need more information?**

Read [Academic Regulation clauses (113)-(120).](https://policy.acu.edu.au/document/view.php?id=262)

**Additional information for international students**

**studying in Australia on a student visa**

**Why did you receive this letter?**

This letter is to advise that you have been assessed as not achieving satisfactory progress in your course. If you do not respond to this request, or if the cause shown is not deemed sufficient to warrant your continuation, you will be advised of termination of your enrolment.

**When will you be reported to DHA?**

You will be reported to the Department of Education and the Department of Home Affairs (DHA) at the conclusion of the 20 working day period (if you do not to appeal the University’s intention to report) **or** at the conclusion of the appeals process, if your appeal is unsuccessful.

***Please read the main letter carefully to find out what you need to do.***

You will be notified in writing before the University reports your termination to the Department of Education and DHA. A separate notification will be sent to you advising of the University’s intention to report. Details of the appeal process will be provided in that letter.

If you wish to seek further information or advice, please do not hesitate to contact me.

Yours sincerely,

«Course\_Coordinator»

Course Coordinator of «CourseName»

«School\_Email\_Address»

cc: Head of School

Academic Progress

 International Compliance (international students only)

 International Student Adviser (international students only)