



The Examinations and Graduations Office
Division of Registrar & Student Services
 Melville Hall (Building 12)
 Canberra ACT 0200 Australia

SAS 56 03.07.07

T: +61-2-6125-3888
 F: +61-2-6125-2202
 E: examinations.officer@anu.edu.au

CRICOS Provider Number: 00120C

Undergraduate Response to Show Cause Unsatisfactory Academic Progress COVER SHEET

- Undergraduate students who have been issued a *Show Cause Notification* letter must follow the instructions below and lodge all documents with the **Examinations and Graduations Office** by the deadline communicated in your *Show Cause Notification* letter.
- Please read the *Academic Progress Rules* at <http://www.anu.edu.au/cabs/rules/> prior to completing this form.
- To be considered to continue at The Australian National University, you must make a case by **submitting a separate statement**.
- In that statement, you will need to identify the reasons for your poor performance, as well as provide evidence of your efforts to overcome your poor performance and of your capacity to succeed if you are permitted to continue; ie **what will change if you are permitted to continue**.
- You should attach additional information or documents to support your application, if relevant.
- Your statement will need to address the points above and you must **attach your statement to this COVER SHEET**.
- The decision of the Academic Progress Committee will be emailed to you at **your ANU student email address**. Due to the short turnaround time involved in meeting deadlines for academic progress, all communication to students concerning academic progress will be via **your student email address**. It is your responsibility to check your email.
- Students who reside in University Halls of Residence or University Colleges and who wish to continue their residence on campus should obtain a reference/supporting statement from the residence/college and submit it with their Show Cause application.

Family Name: University ID: **U**
 Given Names: Date of Show Cause Notification:

D	D	M	M	Y	Y
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 Phone (day): ()

Are you an international student? Yes No
 Have you already submitted an application to transfer programs? Yes No
 If Yes, specify the details: Program Name: Code:
 If Yes, when was the application submitted to Student Administration? Date:

D	D	M	M	Y	Y
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 Do you currently reside in a University Hall of Residence or in a University College? Yes No
 If Yes, please provide details:

Student Declaration: I certify that the information supplied by me in my attached statement is complete and correct. I give consent to confirmation by the University that the evidence I have provided is accurate.
 Student's Signature: Date:

D	D	M	M	Y	Y
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Office Use Only

Is the Student's Academic Record attached for the Academic Progress Committee? Yes
 Date Show Cause Form Received:

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 Decision of Academic Progress Committee:
 Date of Committee Decision:

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 Date entered on Student21 for ISIS:

SAS Officer name:	<input type="text"/>				
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 Date SRIE Compliance Officer notified:

SAS Officer name:	<input type="text"/>				
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 Date Hall/College notified (if applicable):

SAS Officer name:	<input type="text"/>				
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