

# REQUEST TO SHOW CAUSE

Complete this form if you:

- have been notified that you will be excluded from your course because of unsatisfactory academic progress; and
- wish to attend a Show Cause Panel to explain why you should not be excluded.

Lodge the completed form and any supporting documents with your College within ten working days of the notice of exclusion from VU.

If you need assistance with preparing and presenting your case to the Show Cause Panel contact [Student Advocacy](#).

## 1. PERSONAL DETAILS

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### Student ID

Title      Mr      Ms      Miss      Other \_\_\_\_\_

Family name \_\_\_\_\_

Given name \_\_\_\_\_

College \_\_\_\_\_ Course code \_\_\_\_\_ Course title \_\_\_\_\_

## 2. INFORMATION FOR PANEL MEMBERS

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Outline the reasons for your unsatisfactory academic progress	
Explain what actions you have taken to improve your academic progress to date	
What are your plans for improving your academic progress (in the event that you are allowed to continue with your course)?	
Do you have any other relevant information you wish to provide?	

## 3. SUPPORTING DOCUMENTATION

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If you have any documentation to support the above statements please list them below and bring them to the Show Cause meeting.

Type of document