

## Academic Progress Summary Sheet for Students Exclusion Notices, Show Cause Submissions & Outcomes

The [Academic Progress for Coursework Students Policy](#), describes the ways in which the University identifies students who are not making satisfactory academic progress and are considered at risk by the University. It outlines measures that the University may implement to assist students to improve their performance and sets out the process by which the university will address ongoing unsatisfactory progress.

The university realizes that the AP process may seem complicated at a time when you may be experiencing difficulties. This Summary Sheet seeks to inform you about the various communications that you will receive from the University.

### Intention to Exclude Notice

You will receive this notice if have not made satisfactory progress for a third time (or second time for some Health & Medical Science yearly programs). The notice will be emailed to your university email account and it is important that you check your email.

### Show Cause Submission

The Intention to Exclude Notice will provide you with a link to complete your Show Cause Submission. This is a webpage that will ask you to provide information such as:

- Reasons why you think you failed to make satisfactory academic progress. You will have the opportunity to provide documentary evidence (which must be an original or certified copy);
- What actions you have taken as a result of receiving each Risk Notice(s) and what actions you intend to take in the future.

You will also be given the opportunity to state whether you would like to attend the Committee meeting in person and whether you would like a support person to accompany you.

Your Show Cause Submission will be provided to the AP Committee who will make recommendations to your Executive Dean on whether you should be excluded or not, based on whether they believe that you are likely to be identified at risk again in the next review period.

You will also receive an Intention to Exclude reminder encouraging you to show cause.

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## **Committee Meeting**

Your Faculty will email details of the date and time of the meeting to your university email address.

At the meeting, you can expect to:

- Explain in your own words why you believe you have failed to make satisfactory academic progress.
- Identify what steps and changes you will make in the next period of enrolment if given an opportunity to re-enrol.
- Respond to questions that the Committee members may ask.
- Be informed of the timeline for decisions to be notified.

If you do not wish to attend the meeting, you can expect to:

- Receive an acknowledgement of your Show Cause submission.
- Have your Show Cause submission carefully considered by the Academic Progress Committee.
- Be notified of the outcome within 5 business days following the meeting/s.

## **Outcome of Show Cause**

The Committee will make a recommendation to your Executive Dean on whether you should be permitted to re-enrol. The outcome will be sent to your University email account within 5 business days of the meeting. You will either receive a:

### ***Show Cause Successful Email***

This means that you are permitted to re-enrol with conditions. The conditions will be explained in the email. It is important that you pay close attention to your conditions, as if you breach them you may be excluded.

### ***Exclusion letter***

If you are excluded, you will be sent an Exclusion Notice to your University email account and by Registered Mail. It is important that your address is up to date in Access Adelaide. The notice will tell you the reasons for your exclusion and provide information on how to appeal the decision.

A few weeks later, after the period allowed for appeal has passed, you will also receive a further email informing you that your exclusion from your program has been finalised.

## **Further Information**

If you have questions, or require further information on any of the above, please contact your faculty.