

REVIEW OF PROGRESS

Advice Sheet for Students asked to 'Show Cause'

What is involved in the Review of Students' Academic Progress?

As part of the University's role in supporting students to achieve success, each Faculty monitors the academic progress of its students each term. Students are 'At Risk' of not making satisfactory progress towards completion of their program of study if they have:

- Failed in 50% or more of the units attempted in a term; and/or
- Failed the same compulsory program component twice.

Students who continue to be 'At Risk' (that is fail to pass 50% or more of their units for two consecutive terms or, fail the same compulsory program component twice) are asked to tell the Faculty why they should be allowed to continue with their studies. **This University process is called 'Show Cause'.**

Please note, if a fail grade changes and you are no longer 'Show Cause' you will revert back to an 'At Risk' status

What does 'Show Cause' mean for you?

You are required to give in writing (using the enclosed 'Show Cause Statement' form) an explanation as to why your academic performance has been unsatisfactory. This explanation goes to the Faculty Progress and Appeals Committee. The written response can be sent:

- in hard copy
- by fax
- or by email.

<i>Faculty</i>	<i>Contact</i>	<i>Phone</i>	<i>Email Address</i>	<i>Address</i>
Business and Law	Kim Broadley	(02) 4921 5471	Kim.Broadley@newcastle.edu.au	Kim Broadley Faculty of Business & Law Hunter Hub University of Newcastle Callaghan NSW 2308
Education and Arts	Shellie O'Meara	(02) 4921 6798	Shellie.Omeara@newcastle.edu.au	Shellie O'Meara Faculty of Education & Arts Shortland Hub University of Newcastle Callaghan NSW 2308
Engineering and Built Environment	Barbara Stanley	(02) 4921 6761	FEBE-PO@newcastle.edu.au	Barbara Stanley Faculty of Engineering & Built Environment Hunter Hub University of Newcastle Callaghan NSW 2308
Health and Medicine	Charlotte Ellis	(02) 4921 8695	Charlotte.Ellis@newcastle.edu.au	Charlotte Ellis Faculty of Health & Medicine Hunter Hub University of Newcastle Callaghan NSW 2308
Science and Information Technology	Kim Broadley	(02) 4921 5471	Kim.Broadley@newcastle.edu.au	Kim Broadley Faculty of Science & Information Technology Hunter Hub University of Newcastle Callaghan NSW 2308

What should you put in your explanation?

The Committee wants to know the reasons why you are having difficulties with your studies. They also want to know what you are doing or, have done to improve your academic performance. These reasons should be supported with any documents or letters that you have. This could be a letter from a doctor, a letter from a counsellor, or documents that demonstrate that you have attended courses to help you with the difficulties. Usually you will need to show that attending this course made a difference to your academic performance.

What happens if you do not 'Show Cause' why you should be allowed to continue?

Under the University's Review of Progress Procedure 000647, if you do not give a written response by the given time period you **will be automatically excluded from the program for a period of one calendar year**. If you then want to resume your studies after this period of exclusion, you will have to reapply for admission to the University through the relevant admission centre. Readmission is not guaranteed.

What might be the outcome of the 'Show Cause' process?

The Faculty Progress and Appeals Committee will look at your academic record and progress, your 'Show Cause statement', your supporting documents and your oral evidence (if you choose to come to the Committee hearing).

Under the University's Review of Progress Procedure 000647, the Committee may decide to:

1. Allow you to continue in your current program; or
2. Allow you to continue in your current program with conditions (such as putting a limit on your enrolment load to 10, 20 or 30 units per term for a given period of time); or
3. Suspend you from the program or the Faculty for a given period (e.g. one year); or
4. Exclude you from the program or the Faculty for a given period.

What is meant by Suspension?

Suspension from the program or the Faculty means that you are not allowed to enrol or study courses for the time of the suspension period. Domestic students will be allowed to re-enrol in the next term of study immediately after the suspension period. **Students studying in Australia on a Student Visa need to read the 'Important Information' at the end of this document.**

What is meant by Exclusion?

If you are excluded from the program or the Faculty, you will not be allowed to enrol in or study courses for the time of the exclusion period and you will need to apply for re-admission to the University. Re-admission to your program (or any other offered by this University) is not guaranteed. **Students studying in Australia on a Student Visa need to read the 'Important Information' at the end of this document**

Where can you find the Review of Progress Procedure?

The Review of Progress Procedure is available to all students and staff of the University at: <http://www.newcastle.edu.au/policy/000967.html> Program Management Policy and Procedure Manual – Coursework Section 9 Student Progress.

This Procedure outlines the need to maintain steady academic progress. It gives information about what steps the University follows when it looks at poor academic performance and the possible outcomes of any review. There are some useful definitions for the terms that are used.

How can you find out more information?

Please contact the relevant Faculty Progress and Appeals Committee Secretary listed in the table on page 1 of this Advice Sheet, also check out the My Support website at <http://www.newcastle.edu.au/service/mysupport/ROP/>

Important Information for International Students Studying in Australia

If you are suspended or excluded from your studies, this may affect your eligibility for current and future student visas. The University will cancel your enrolment and this is then reported to the Department of Immigration and Citizenship (DIAC). DIAC may then cancel your student visa for three years.

International students can approach International Student Support at any time for assistance. They will ensure that you are referred to other services that can also provide you with support.

Gail White
Academic Registrar.