# SUPRA template 1 Show Good Cause letter

## Use this template to start writing your Show Good Cause letter

Your Name  
SID  
Degree   
Your faculty

Date

Requirement to Show Good Cause

To whom It may concern,

**Step 1:** **Introduction.** Explain your understanding of why you have been asked to show cause.

**e.g.**‘I understand I have been required to show cause because I have previously received an academic caution due to concerns with my academic progress …’.

**Step 2:** **Explain the problems that have impacted your studies**. Explain all the reasons why your academic performance has not met your progress requirements. Make one point per paragraph. If you have evidence to support your points, refer to the evidence/documentation in the appropriate paragraph.

**e.g.** ‘I request the faculty consider the explanation outlined below which details the factors I believe affected my previous academic performance …’.

**Step 3:** **Describe the solutions to the issues you outlined above**. Explain how these issues have been resolved or how are you managing them so they won’t continue to impact your studies. **Emphasise strengths in your academic background.**

**e.g.** ‘I have taken the following steps to overcome the problems I experienced …I have previously had a very good academic record, having achieved …’.

**Step 4:** **Provide evidence of both the problems and the solutions you   
have mentioned**. You could refer to your evidence and explain how it relates to your letter.

**Step 5:** **Conclusion.** State your commitment to your course. Describe your motivation to continue study, your passion for your degree, etc.

**e.g.** ‘I believe I have taken the steps necessary to overcome the problems I experienced, and I am confident if I am permitted to re-enrol I will demonstrate that I am a capable student. I request that the faculty consider the circumstances outlined above, and allow me the opportunity to re-enrol in my course. I look forward to your response.’

Yours sincerely,

[Your Name]

## Include your attachments

List your supporting evidence in the order they are referred to in your   
letter, e.g.

* medical certificate
* statutory declaration
* letter of support
* evidence of misadventure
* evidence of other solutions to improve your studies (e.g. enrolment in Learning Hub workshop, contact with an academic adviser, etc.).

## Remember

* Keep a copy of your letter and supporting evidence.
* If the response to your letter says you have not shown good cause and are excluded from your course, you will have the option of submitting a review to the faculty within **20 working days**.

Read our articles [Show Good Cause for coursework students](https://protect-au.mimecast.com/s/84ZVCNLJyQUKYA8RCDv843?domain=supra.us2.list-manage.com) and [frequently asked questions](https://protect-au.mimecast.com/s/dlb1COMKzVTVDJjGIOlGwV?domain=supra.us2.list-manage.com) for more information on the Show Good Cause process.

If you would like feedback on your draft letter, our caseworkers will be happy to assist. Please [contact us](https://supra.net.au/contact) as soon as possible, and attach the following:

* your Show Good Cause notifications
* your draft Show Good Cause letter
* any supporting documents
* any relevant correspondence with your faculty.

Written by SUPRA Postgraduate Advocacy Service June 2023.