

SPECIAL CONSIDERATION POLICY

Overview

Students may experience significant and exceptional circumstances that adversely affect their attendance or academic performance.

The purpose of Special Consideration is to give the student some flexibility in regard to the attendance or submission of course work (including but not limited to homework and assessment tasks).

Circumstances

Circumstances for Special Consideration include, but are not limited to, the following:

- Acute illness e.g. hospital admission, serious injury.
- (This does not include minor illness such as a mild cold.)
- Loss or bereavement e.g. death of a close family member
- Family relationship breakdown
- Hardship/trauma e.g. victim of crime, sudden loss of income or employment, severe disruption to domestic arrangements.
- Mental illness e.g. diagnosed anxiety or depression
- Learning Difficulty eg. Diagnosed dyslexia

Application Process

After an initial discussion with their Course Coordinator about their personal circumstances the student is required to complete and submit a Special Consideration Application form with evidence.

The application will be reviewed by the Course Manager and processed within 48 hours.

Approval of the plan is at the discretion of the College.

If the application is approved, a Special Consideration Plan will be developed by the Course Coordinator.

The student and Course Coordinator will meet and discuss the plan and regular review dates will be set.

NOTE: The College reserves the right to update and amend policies and procedures at any time.