

## 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 participation in a course and/or submission of course work, including but not limited to 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 e.g. diagnosed dyslexia

### Application Process

1. Discuss your situation with the Course Administrator
2. Apply for Special Consideration in writing
3. The application will be reviewed by the Course Administrator and processed within 5 working days.
4. Approval of the plan is at the discretion of the College.
5. If the application is approved, a Special Consideration Plan will be developed by the Course Administrator.
6. The student and Course Administrator will meet and discuss the plan and regular review dates will be set.

Updated November 2020

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