STUDENT ACADEMIC
CONSIDERATION POLICY

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Custodian: Program Manager Curriculum

Supporting Documents, Procedures & Forms:
Student Handbook
Student Grievance Policy & Procedure– Academic
Attendance Policy

References & Legislation:
Disability Standards for Education 2005
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1. Purpose of Policy

1.1 The purpose of the Student Academic Consideration Policy is to enable student requests for academic consideration for specific assessment tasks, examinations, or academic progress in a subject relevant to their course of study to be evaluated in a fair, reasonable, timely and consistent manner throughout UOW College (the College).

1.2 This Policy sets out clear and defined requirements allowing for transparency, ease of interpretation and implementation. Consistency in criteria, procedures, and outcomes in the processing of applications for academic consideration for all forms of assessment are requirements of this Policy.

2. Definitions

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>academic progress</td>
<td>successful and continual completion of subjects within established time limits.</td>
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<tr>
<td>assessment</td>
<td>an academic task which a student is required to complete to provide a basis for an official record of achievement or certification of competence in a subject, as stipulated in the Subject Outline.</td>
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<tr>
<td>course</td>
<td>a program of study that includes those courses leading to higher education awards and non-award courses.</td>
</tr>
<tr>
<td>Course Assessment Committee</td>
<td>the Committee of academic staff responsible for assessment processes and procedures.</td>
</tr>
<tr>
<td>cycle</td>
<td>a period in which subjects may be offered in the English Language Programs.</td>
</tr>
<tr>
<td>disability</td>
<td>in general terms, disability may be defined as a physical, sensory, psychiatric, learning or neurological impairment or medical condition which impacts upon a person’s daily living. A disability may occur as a result of illness, injury or disease or be present from birth. It may be a permanent, fluctuating or temporary condition.</td>
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UOW College acts in accordance with the disability definition referred to
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>final examination period</td>
<td>period during which examinations are held.</td>
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<tr>
<td>grievance</td>
<td>(complaint) refers to any type of problem or concern raised by a student about the enrolment process, treatment by staff or other students, the application of academic and non academic policies, the study environment or any academic related matters. Students can refer to the Student Grievance Policy &amp; Procedure at <a href="http://www.uowcollege.edu.au/policies">www.uowcollege.edu.au/policies</a> - Academic for further details.</td>
</tr>
<tr>
<td>in-class test</td>
<td>a test, examination, quiz or in-class review conducted during a session or cycle.</td>
</tr>
<tr>
<td>Network Assessment Committee</td>
<td>the Committee of staff responsible for declaration of final results.</td>
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<tr>
<td>Program Manager</td>
<td>a staff member with nominated responsibility for the program.</td>
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<tr>
<td>registered medical practitioner</td>
<td>a person registered with a professional body to provide a specialised medical opinion.</td>
</tr>
<tr>
<td>reasonable adjustments</td>
<td>alternative arrangements that are made to ensure that students with a disability are able to undertake their study and complete their course requirements without disadvantage. Also known as reasonable accommodations.</td>
</tr>
<tr>
<td>session</td>
<td>a period in which subjects may be offered in the Academic Programs. Standard sessions are defined as Autumn, Spring and Summer.</td>
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<tr>
<td>SOLSMail</td>
<td>the Student Online Services email system. It is an official method for communication with students at the College.</td>
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<tr>
<td>student</td>
<td>a person enrolled at any of the College campuses.</td>
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<tr>
<td>Subject Coordinator</td>
<td>a staff member with nominated responsibility for a particular subject.</td>
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<tr>
<td>subject outline</td>
<td>the document governing content, delivery and assessment of material for a subject.</td>
</tr>
<tr>
<td>supplementary assessment</td>
<td>an assessment task including an examination available in place of, or in addition to, assessments as scheduled in the subject outline.</td>
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<tr>
<td>teaching staff</td>
<td>any person who carries out teaching responsibilities.</td>
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</table>
3. **Application & Scope**

3.1 This policy applies to all students enrolled in:

a. English language programs

b. UOW College Higher Education Programs – (Diplomas)

c. UOW accredited courses - Foundation Studies Program 2-Session Program (FSP), Foundation Studies 3-Session Program (FSP3), Special Tertiary Entrance Program (STEP) and University Access Program (UAP).

3.2 Academic consideration is only granted in serious or extenuating circumstances, most of which are beyond a student’s control and which significantly impair a student’s ability to complete an assessment task on or by the due date as stipulated in the Subject Outline or to progress academically in a subject relevant to their course of study.

3.3 Academic consideration is not intended to excuse students from meeting their responsibilities as outlined in the Student Handbook or to accommodate those common occurrences which interfere with daily life. Students who need assistance with study skills, essay writing or time management should contact a Student Advisor.

3.4 Students enrolled in the English Language programs who make five or more applications for academic consideration within six calendar months will be required to contact the ELICOS Program Manager for academic advice.

3.5 Students enrolled in UOW College Higher Education Programs or UOW accredited courses who make five or more applications for academic consideration within two academic sessions will be required to contact the Academic Program Manager for academic advice.

3.6 Students cannot apply for academic consideration once grades have been declared for that subject. In these circumstances, students can consult with the relevant Program Manager or lodge a grievance.
following the procedures outlined in the Student Grievance Policy & Procedure - Academic. Refer to www.uowcollege.edu.au/policies

4. Policy Principles

4.1 Underlying the requirements, definitions, and procedures of this policy are the principles of equity, consistency, transparency and natural justice.

5. Academic Consideration

5.1 Academic consideration is a process intended to help minimise the impact of serious or extenuating circumstances beyond a student’s control which significantly impair a student’s ability to complete an assessment task on or by the due date, as stipulated in the Subject Outline, or to progress academically in a subject relevant to their course of study. Academic consideration may be granted on the basis of medical grounds, compassionate grounds and/or extenuating circumstances.

5.2 It is not possible for academic consideration to compensate for every consequence of illness, injury, other serious cause, or extenuating circumstance affecting a student’s academic progress. However, academic consideration, where appropriate, may help to minimise the impact of such circumstances by providing a mechanism to vary assessment requirements of a subject, or to avoid some of the usual consequences of failure in a subject.

5.3 Approved academic consideration applications may, for example, result in one or more of the following outcomes:

a. an extension of time to submit an assessment task or complete an examination

b. permission to undertake a supplementary assessment task or examination (format of supplementary may be different from original assessment task)

c. recommendation for a late withdrawal without academic penalty (only the Program Manager - Curriculum can approve this recommendation)
d. under limited circumstances, recommendation for an average to be awarded for an assessment task such as minor quizzes (averaging will not be applied to final exams)

and, in exceptional circumstances, with the approval of the Network Assessment Committee:

e. consideration in determining a final mark.

5.4 Academic consideration applications may be denied where the application does not meet the criteria for eligibility as set out in section 8, or where the supporting documentation does not satisfy requirements as set out in section 10. Students should refer to clause 14.1 of this Policy if they do not agree with a decision made regarding their application.

6. Responsibilities

6.1 The College has a responsibility to:

a. ensure that this Policy and its guidelines are accessible to all staff and students

b. ensure that this Policy and its guidelines are implemented and applied consistently across all programs

c. promote good practice in considering applications for academic consideration, and

d. provide guidelines for considering applications for academic consideration which allow for:

i. timeliness of response

ii. fairness and equitable consideration

iii. respect for privacy, and

iv. keeping all parties informed of their rights and responsibilities in relation to the application of academic consideration.

6.2 Students have a responsibility to meet deadlines for work to be submitted as set out in the Subject Outline in accordance with the Student Handbook. Students who cannot meet such deadlines because of illness, injury, other serious cause, or extenuating circumstance as
outlined in Section 8 of this Policy, and who are seeking academic consideration must then:

a. lodge an Academic Consideration Form within the timeframe fixed by clause 9.2

b. provide for verification supporting documentation within the relevant timeframe as outlined in clause 10.8

c. retain the supporting documentation for twelve months from the date of verification and provide such documentation when requested

d. ensure that the date/s specified in the supporting documentation is/are relevant to the date of the assessment task

e. seek academic or administrative advice as appropriate, and

f. behave ethically and honestly in all respects when applying for academic consideration.

6.3 Designated staff have a responsibility to:

a. receive the supporting documentation

b. verify the authenticity of the supporting documentation ensuring compliance with procedural requirements of this Policy, and

c. return the supporting documentation to the student.

6.4 The Program Manager, or delegate, has a responsibility to:

a. ensure consistent application of this Policy and its guidelines so that all students are treated fairly and equitably as far as practicable

b. review supporting documentation as deemed necessary

c. approve or deny the verified academic consideration application within five working days

d. adhere to the Teaching and Assessment Code of Practice when responding to academic consideration applications, and

e. ensure that all applications for academic consideration are dealt with according to the provisions of this Policy.
6.5 Students who have not been given a response within ten working days of submitting verified documentation should contact the relevant Program Manager to discuss the status of their academic consideration request. If students have difficulty contacting the Program Manager, they should seek assistance and advice as to the status of their application from a Student Advisor. If a student continues to experience difficulty seeking advice as to the status or outcome of their application, then a grievance exists. Students are advised to refer to the Student Grievance Policy & Procedure - Academic at [www.uowcollege.edu.au/policies](http://www.uowcollege.edu.au/policies) for further details.

6.6 The Program Manager has responsibility for providing advice to students in matters relating to their application for academic consideration, including the determination of an outcome. Advice may be sought from the Subject Coordinator.

6.7 The Course Assessment Committee is responsible for reviewing all applications for academic consideration in determining the recommendation to the Network Assessment Committee of final marks for subjects in which the student is enrolled.

7. Privacy and Confidentiality

7.1 All staff designated to access information contained in applications for academic consideration are obliged to preserve confidentiality in accordance with the ITC Privacy Policy, the UOW College Code of Professional Conduct and other relevant privacy legislation.

7.2 Records relating to academic consideration applications will be retained and disposed of in accordance with the State Records Act 1998, General Retention and Disposal Authority GDA23, and the Records Management Policy.

8. Eligibility

8.1 Students shall be eligible to apply for academic consideration if their ability to complete an assessment task on or by the due date as stipulated in the Subject Outline or to progress academically in a subject relevant to their course of study has been significantly affected by
illness, injury, other serious cause, or extenuating circumstance.

8.2 Applications for academic consideration will be considered on the basis of medical grounds, compassionate grounds and/or extenuating circumstances.

Medical Grounds

8.3 Applications made on medical grounds may include illnesses of short-term duration, which would require the student to seek medical attention and which significantly impair the student’s ability to complete an assessment task or performance in their course of study. Medical grounds may include, but are not limited to, illness or injury, hospitalisation, treatment programs or exacerbation of existing medical condition or disability.

8.4 Students with a disability who may require reasonable adjustments are advised to contact the relevant Program Manager or a Student Advisor. Examples of a disability may include, but are not limited to, hearing or vision impairment, cancer, mental illness, back injury or chronic medical condition.

8.5 Students who are deemed to require ongoing reasonable adjustments remain eligible to apply for academic consideration under the terms as defined in clause 8.1. In normal circumstances, these students will not be required to apply for academic consideration for each assessment task.

Compassionate Grounds

8.6 Applications made on compassionate grounds, that is, where a student is affected by suffering or misfortune may include, but are not limited to:

a. loss or bereavement – such as death of a family member, immediate relative or close friend, family relationship breakdown, or

b. hardship or trauma – such as sudden loss of income or employment, significant disruption to domestic arrangements, victim of crime.
Extenuating Circumstances

8.7 Applications made on extenuating circumstances of reasonable significance that interfere with the student's ability to meet a subject's requirements may include, but are not limited to:

a. carer's responsibilities – where a student has substantial unplanned responsibilities to either members of their immediate family or members of their household who need their care and support

b. legal commitments – where a student is called for jury duty or is required to attend a court or tribunal

c. timetable clash for simultaneous in-class tests

d. military service

e. accidents or natural disasters

f. participation in sporting events at state, national or international level

8.8 Academic consideration will not be granted on grounds such as usual work or family commitments, clashes with recreational activities or holiday arrangements.

9. Applications

9.1 Students will apply for academic consideration for all forms of assessment by lodging an Academic Consideration Form.

9.2 Ad hoc arrangements for academic consideration made between students and staff outside the formal processes defined in this Policy will not be binding in the determination of a final result by the Network Assessment Committee.

Timing of Applications

9.3 Applications shall normally be made:

a. in advance of the due date of an assessment task, including the scheduled date for an in-class test or final examination

b. on the due date of an assessment task, including the scheduled date for an in-class test or final examination,
or, on rare occasions

c. no later than three working days after the scheduled date for an assessment task, including the scheduled date for an in-class test or final examination, in the event of an illness, injury, other serious cause, or extenuating circumstance coinciding with the scheduled assessment date.

9.4 In exceptional circumstances, the above timing requirements may be exempted by the Program Manager. Late applications will be denied for non-compliance unless an exemption is granted. Examples of exceptional circumstances justifying an exemption may include, but are not limited to, an accidental injury or sudden illness requiring the student’s immediate hospitalisation, or a student being homebound without access to a computer.

9.5 All applications for academic consideration must be supported by appropriate documentation in accordance with Section 10.

10. Supporting Documentation

10.1 Students applying for academic consideration shall submit supporting documentation which verifies their eligibility as stipulated in Section 8. Supporting documentation must be submitted in person to the College reception. Supporting documentation must be in hard copy and written in English or be a certified and signed translation.

10.2 All applications for academic consideration must be supported by appropriate documentation as fixed by clauses 10.4 to 10.7. Supporting documentation must comply with the criteria set out in these clauses; failure to comply will result in the application being denied. Applications without supporting documentation will not be approved.

10.3 Supporting documentation should be an original document. In circumstances where this is not possible, an original certified copy will suffice. All supporting documentation should indicate the exact dates of the event or circumstance and how this will impact on the assessment.
10.4 Supporting documentation for academic consideration applications on medical grounds includes an original medical certificate (or original certified copy) which must indicate:

a. the name of the student
b. the date the certificate was written and signed
c. the date on which the doctor considers the student is likely to return to studies
d. and should indicate the degree of incapacity of the student.

10.5 Medical certificates must be written by the doctor during the period of illness and, in normal circumstances, on the first day of illness. Except in exceptional circumstances, as defined in clause 9.3, backdated or late certificates will not be accepted.

10.6 Supporting documentation for academic consideration applications on compassionate grounds may include:

a. notification or letter from a registered psychologist (for example, a University Counsellor)

b. death certificate or death notice, plus a Statutory Declaration for Academic Consideration if the relationship between the student and the deceased is not obvious from the death notice or death certificate

c. police report, or event number plus a Statutory Declaration for Academic Consideration

d. letter from a minister of religion (or the like) on relevant letterhead, or

e. letter from an employer on company letterhead.

10.7 Supporting documentation for academic consideration applications on extenuating circumstances may include:

a. notification or letter from a registered psychologist (for example, a University Counsellor)

b. letter from a minister of religion (or the like) on relevant letterhead
c. jury notice or letter from relevant authority on relevant letterhead

d. police report, or event number plus a Statutory Declaration for Academic Consideration

e. satisfactory written evidence from the armed forces on relevant letterhead

f. Statutory Declaration

g. letter from an employer on company letterhead

h. selection confirmation on the letterhead of the state, national or international sporting body, or

i. letter from a relevant cultural authority on relevant letterhead.

10.8 Where it is not possible to obtain supporting documentation, students must seek advice from the Student Advisor before, or at the same time, as lodging the application. In some cases, the Student Advisor may refer the student to the Program Manager for further consultation. Following consultation with the Student Advisor or Program Manager, the student must complete a Statutory Declaration for Academic Consideration to support the application. The declaration should state in detail the facts upon which academic consideration is based, attaching any relevant information or documentation to support statements made in the declaration.

10.9 For all applications for academic consideration made in advance, on the due date or after the due date of an assessment task, including the scheduled date for an in-class test or final examination, supporting documentation must be submitted at the time of lodging the Academic Consideration Form.

Verification of Supporting Documentation

10.10 In submitting supporting documentation for verification, students consent to the College conducting an audit of the document’s legitimacy regarding the contents and origin of the documentation. In lodging the Academic Consideration Form, students consent to the release of information to relevant third parties for the purpose of the audit.
10.11 From the date of verification of the supporting documentation, students are required to retain the supporting documentation for twelve months and may be requested to provide it for further inspection.

10.12 The Program Manager will inspect the supporting documentation prior to making a decision is made in regard to the academic consideration application.

10.13 The submission of fraudulent documentation will be regarded as serious misconduct and will be managed in accordance with the Student Conduct Policy and associate procedures. The matter may also be referred to the State or Federal Police.

11. Criteria for Granting Academic Consideration

11.1 In deciding whether or not to grant a request for academic consideration, and in deciding what form of academic consideration, if any, may be appropriate, regard may be had to:

a. the seriousness of the circumstances and the extent to which these impact on the student’s academic progress in a subject.

b. the extent to which the circumstances and their impact were beyond the student’s control

c. the extent to which the student may have contributed to producing the circumstances

d. whether the academic consideration sought would unfairly advantage the student in relation to other students enrolled in the subject

e. the relevance of supporting documentation

f. the student’s academic progress in the session or cycle

g. the student’s attendance in the session or cycle

h. previous applications by the student for academic consideration, and

i. any other relevant consideration.
12. Outcomes of Academic Consideration

Response Times

12.1 The Program Manager will notify the student of the decision within five working days of receiving the application.

Application Approved

Assessment tasks (excluding in-class tests and final examinations)

12.2 Students will be notified through SOLSMail of a revised submission date if their academic consideration application for an extension has been approved. Extensions will not be granted beyond the date upon which the assessment task is marked and returned to other students in the class.

12.3 Students will be notified through SOLSMail if their academic consideration application for a supplementary assessment task has been approved. Details of that task will be included in this notification.

In-class tests

12.4 Students will be notified through SOLSMail if their academic consideration application to undertake a supplementary in-class test has been approved. If a student is permitted to undertake a supplementary in-class test, the Program Manager will determine, in a reasonable manner, the nature, date, time and venue of any supplementary test. The student will be informed through SOLSMail, at least three working days prior to this date.

12.5 If a student is not able to attend the scheduled supplementary in-class test, in extenuating circumstances the Program Manager has the discretion to allow the student to undertake the supplementary in-class test at an alternative time. Alternatively, the student may be offered the opportunity to withdraw from the subject without academic penalty or may be awarded a zero fail for the in-class test.

Examinations held during the final examination period

12.6 Students will be notified through SOLSMail if their academic consideration application to undertake a supplementary examination
has been approved. The notification will include details including the date, time and venue of any supplementary examination.

12.7 A student who is not able to attend the scheduled supplementary examination may apply for academic consideration again in accordance with this Policy. However, on this occasion, they must apply in writing to the Program Manager following the timing of application procedures outlined in clause 9.2. The Program Manager responsible for the examination has the discretion to allow the student to undertake a second supplementary examination, or to complete a substitute piece of assessment where this option is offered in the Subject Outline.

Alternatively, the student may be offered the opportunity to withdraw from the subject without academic penalty or may be awarded a zero fail for the examination.

Application Denied

12.8 Students will be notified through SOLSMail if their academic consideration application has been denied. This notification shall include the reason/s why the application has been denied, and the name of the staff member who has made this decision.

13. Support Available for Students

13.1 Students who require advice about the Student Academic Consideration Policy or assistance with its procedures may contact a Student Advisor or Program Manager.

13.2 The University provides a free and confidential counselling service to students who are having difficulty coping with disruptive though relatively common life events. Students who are experiencing any difficulties are encouraged to seek counselling support by first contacting a Student Advisor.

13.3 Academic support is provided to students through the Multimedia Centre. Students are encouraged to seek the free assistance of staff to develop good academic study patterns, time management skills,
note taking and essay writing skills, and examination preparation skills.

14. Appeal Against a Decision on Academic Consideration

14.1 The outcome of an application for academic consideration is determined by one of the following: the Program Manager or the Network Assessment Committee. If a student does not agree with a decision made regarding their application, then a grievance exists. Students are advised to refer to the Student Grievance Policy & Procedure – Academic at [www.uowcollege.edu.au/policies](http://www.uowcollege.edu.au/policies) for further details. Students may file a grievance in writing in accordance with the grievance policy.

15. Version Control and Change History

<table>
<thead>
<tr>
<th>Revision No.</th>
<th>Date Approved</th>
<th>Date Effective</th>
<th>Approved By</th>
<th>Amendment</th>
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<tbody>
<tr>
<td>1</td>
<td>22/07/10</td>
<td>18/10/10</td>
<td>WCA Academic Board</td>
<td>New Policy</td>
</tr>
<tr>
<td>2</td>
<td>20/06/11</td>
<td>20/06/11</td>
<td>Ian Tobin</td>
<td>Updated for name change. Corrections to numbering in clauses 5.4 &amp; 10.2</td>
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<td>3</td>
<td>26/11/13</td>
<td>26/11/13</td>
<td>Vanessa Bourne</td>
<td>Migrated to new template</td>
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