

Special Consideration Policy (GC)



Queensland Institute of Business Technology Pty Ltd
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Document

Document Name	Special Consideration Policy (GC)
Brief Description	This Policy outlines the processes and circumstances for any Griffith College student requesting or applying for special consideration.
Responsibility	Academic Director
Initial Issue Date	17/05/2005
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
10/12/2020	5	Updated to reflect submission changes and Counsellor meeting requirements	Academic Director
09/11/2022	6	reviewed for accuracy and currency, RASCI added.	Student Counsellors

Related Documents

Name	Location
Student Complaints and Appeals Policy	Policy HUB
Student Medical Certificates Policy	Policy HUB
Special Consideration Form	Student Forms

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1 Purpose and Scope

1.1 Introduction

This Special Consideration Policy sets out the approach of Griffith College relating to the management of students applying for special consideration.

1.2 Purpose

The purpose of this Policy is to outline the circumstances and situations where students can submit a special consideration application and receive special consideration for assessment.

1.3 Scope

This Policy has been prepared in accordance with Griffith College's [Student Complaints and Appeals Policy](#) and [Student Medical Certificates Policy](#). This Policy applies to all Griffith College students.

2 Policy Statement

An application for special consideration may be submitted where a student believes their performance in an assessment item or examination has been significantly affected by serious illness, accident, disability, bereavement, or other exceptional compassionate or compelling circumstances.

2.1 Applications for Special Consideration

Students wishing to submit an application for special consideration can submit the [Special Consideration Form](#) online within three (3) working days of the date the assessment item was submitted. The form must be submitted together with valid supporting documentation in order to request special consideration.

A student is required to meet with a Student Counsellor to discuss their application and ensure that it is completed correctly. Where an application is submitted within three (3) working days and with insufficient evidence a Student Counsellor can provide the student with an additional 48 hours to provide appropriate evidence.

Where a student wishes to make an application for special consideration for matters that have affected performance across a substantial part of the Trimester, or multiple assessment items, an application must be submitted to Griffith College not later than three (3) working days after the conclusion of the Trimester.

Consideration will not be given, retrospectively, for previous Trimesters.

Refer below for details on supporting documentation.

2.2 Consideration of Application

The Academic Director of Griffith College, in consultation with the Program Convenor responsible for foundation level courses, may extend special consideration to a student in any Foundation level course in respect to any assessment item. The Griffith College Assessment Committee may extend special consideration to a student in any Diploma level course in respect to any assessment item.

Where an application for special consideration is received outside the sitting of a Diploma level Assessment Committee, consideration and approval of the application may be made by a delegate of the Assessment Committee, normally the relevant Program Convenor in consultation with the Academic Director.

At all times, the Griffith College Appeals Committee may extend special consideration in any case or matter brought to its attention.

In response to an application for special consideration, the relevant decision-making authority, may implement any of the following decisions:

- Reject application on the grounds of late submission;
- Reject application on the grounds of inadequate documentation provided;
- Reject application as the circumstances are not significant enough to warrant consideration;
- Accept application but recommend no change to the mark for the assessment item or grade for a course;
- Accept application and recommend a change to the mark for the assessment item;
- Accept application and hold it to the end of the Trimester to assess if a change of grade is warranted;
- Accept application and recommend a change of grade be awarded;
- Accept application and recommend an additional, alternative or replacement assessment item for completion {Note: a replacement assessment item is one that resembles as closely as possible the original assessment item and carries the same percentage of total weighting for the course};
- Accept application and recommend that the student be granted withdrawal without failure on compassionate grounds.

2.3 Supporting Documentation

Students requesting Special Consideration are required to provide valid supporting documentation together with their application.

Further information regarding what Griffith College will consider to be valid supporting documentation is available from the [Student Medical Certificates Policy](#).

Supporting documentation may also take the form of a Statutory Declaration signed by the Justice of the Peace or Commissioner of Declaration.

2.4 Notification of Outcome

Griffith College will notify students in writing of the outcome of their request for special consideration. Notification will be normally be via the on-line messaging system on the Griffith College Student Portal.

2.5 Appeals Against Outcome

Students may appeal the decision to dismiss their application where they believe an error has been made, or the ruling unjust under the provisions of the [Student Complaints and Appeals Policy](#).

3 Responsibilities

Responsibility	SC	AD	DSAS	PC	AC	SAS	All
Maintain currency of policy	C	R	C	I		I	I
Assess student eligibility and inform student of the Special Consideration process	R	C	C	R			
Accept or reject application and provide recommendation		A	I	C	R	I	
Inform student of the outcome		I	A	I		R	
AD = Academic Director, DSAS = Director, Student & Academic Services, SAS=Student Academic Services, AC = Assessment Committee, All = Staff, PC = Program Convenor/Advisor, SC= Student Counsellor R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed							

4 Compliance

4.1 General

Academic Director will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the College website, digital campus, communication and support from Student and Academic Services and Support teams.

4.2 Relevant Legislation

HES 2.3

4.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

4.4 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Academic Director	Policy Hub	Permanently with control in place for revisions	Policy Hub archive