

SPECIAL CONSIDERATION FOR ONE UNIT

All special consideration requests for single unit applications in this unit are to be submitted into this drop box electronically using the [Special Consideration Application Form](#).

If you cannot complete an assessment due to difficult circumstances, you may be eligible for special consideration. Before completing a [Special Consideration Form](#), make sure you are familiar with the criteria and processes listed on the form.

Special consideration for one assessment task cannot be submitted before the assessment due date and can only be submitted up to five working days after the relevant assessment due date.

SPECIAL CONSIDERATION FOR MULTIPLE UNITS

If you are unable to submit multiple assessment tasks by the due dates you can submit a special consideration application prior to or up to five working days after the first due date. This special consideration needs to be submitted to your campus Course Coordinator or state Student Services email.

You are only **eligible** for special consideration in situations such as:

- **a serious medical condition, psychiatric illness, severe depression and/or substance abuse addiction**
- **on-going serious family issues, including illness, abusive situations, socio economic disadvantage**
- **accident or trauma which may or may not also cause a temporary medical/mental condition**
- **death of a family member or close friend**
- **Political unrest or disaster, which places family members in jeopardy in home country.**
- **Activities covered by the Student Defence Reserves and Emergency Services Support Policy.**
- **A combination of moderate problems**

Documentary evidence is required to support your request for special consideration. **Section E of the Special Consideration form** must be completed by a qualified registered professional such as a:

- medical practitioner
- psychologist
- psychiatrist
- dentist
- physiotherapist
- counsellor

In all other cases, you must provide documentation that verifies the circumstances of disadvantage. For example, a death notice or certificate, police report or statutory declaration.

If you do not attach the required documentation as noted above, your Special Consideration application is likely to be rejected by your lecturer.

For your own records, make sure that you keep a photocopy of the application and supporting documentation.

You should be aware that the following examples **do not constitute grounds** for special consideration:

- non-completion of a pre-requisite or co-requisite unit
- timetable clashes and/or misreading the timetable
- heavy academic workload and/or professional experience requirements

- sporting commitments (students enrolled under the Elite Athlete Scheme will have relevant requirements previously authorised)
- family commitments such as preparing for a wedding, party or event
- travel commitments
- work commitments
- change of address
- any claim which is unsubstantiated by relevant supporting documents

Special consideration is also unlikely to be granted for transport difficulties. This includes traffic accidents, traffic jams or public transport delays.

Students will be notified of the outcome of their application via the Special Consideration submission LEO notification.