



Special Circumstances Policy: Education and Counselling

Title: Special Circumstances Policy: Education and Counselling
Author: Academic Dean
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Policy overview

Morling College recognises that Special Circumstances may impact a student during a course of study and that there may be times when these circumstances would reasonably allow for special arrangements in relation to the completion of a unit and/or course of study.

Morling College encourages students to effectively communicate their needs and altered circumstances with College staff in a timely manner in order to assist students when making decisions about their academic goals and expected outcomes. While advice may be given, it is ultimately the student's responsibility to manage their enrolment in and completion of units and courses of study within the expected timeframes.

Policy objectives

The objectives of this policy are:

- to define the policy scope; and
- to define Special Circumstances.

Policy scope

This policy applies to all Education and Counselling students enrolled in a MC course and who wish to vary that enrolment due to 'Special Circumstances'.

'Special Circumstances' defined

Special Circumstances are defined as those that are:

- beyond the student's control;
- do not make their full impact on the student until, on, or after the Census Date; and
- make it impracticable for the student to complete the requirements for the unit during the period in which the student undertook, or was to undertake, the unit.

1. Beyond the student's control

Circumstances will be deemed 'beyond a student's control' if a situation occurs which a reasonable person would consider is not due to the student's action or inaction, either direct or indirect, and for which the student is not responsible. The situation must be unusual, uncommon or abnormal.

2. Full impact unknown

Situations may arise in which the full impact of the circumstances are not known until on or after the Census Date of the unit of study. In these situations, the student's circumstances occur:

- a. Before the Census Date, but worsen after that day;
- b. Before the Census Date, but the full effect or magnitude does not become apparent until on or after that day; or
- c. On or after the Census Date.

3. Impracticable to complete

Some Special Circumstances may occur which would make it impracticable for the student to complete the requirements of the unit of study. These include:

- a. Medical circumstances;
- b. Family circumstances;
- c. Personal circumstances;
- d. Employment related circumstances; or
- e. Course of study related circumstances.

Guidelines

1. Special Circumstances may apply in situations which impact the completion of an assessment item, a unit of study or course candidature. Applications in which Special Circumstances will be considered include, but are not limited to, Deferred Assessment/Examination (DE), Variation to Enrolment, Compassionate Withdrawals, Suspension/Extension of Candidature and Leave of Absence.
2. Each application will be examined and determined on its merits.
3. A student's request for the consideration of Special Circumstances in the above applications must be supported by documentary evidence that substantiates the claims, such as medical certificates and letters of support
4. The relevant Lecturer or Faculty Dean will have the authority to approve a student's request for consideration of Special Circumstances, in consultation with the Academic Dean and the Academic Registrar.

Related documents

Incomplete Units

Compassionate Withdrawals

Leave of Absence Policy

Refund of Tuition Fees and Re-crediting of FEE-HELP Debt Policy

Suspension/Extension of Candidature Policy (Counselling)

Variation to Enrolment Policy

Note: This policy has referenced sections of the *ACT Variation to Enrolment Policy*