Special Consideration Procedure Flowchart

**Special Consideration application lodged**

**NOTE:** Application must be lodged no later than five (5) working days after the assessment task due date, examination or test date.

1. **Confirmation email sent to student**
2. **Application reviewed**
3. **Does application meet eligibility criteria?**
   - **YES**
   - **NO**
4. **Does Professional Staff need input from relevant Academic or Faculty Student Administration Manager?**
   - **YES**
   - **NO**
5. **Application assessed and outcome determined by Professional Staff**
6. **Outcome notification**

**APPLICATION LOIGNED**

**APPLICATION ASSESSED**

- **Does application meet eligibility criteria?**
  - **YES**
  - **NO**
- **Does Professional Staff need input from relevant Academic or Faculty Student Administration Manager?**
  - **YES**
  - **NO**
- **Application assessed and outcome determined by Professional Staff**
- **Outcome notification**

**OUTCOME NOTIFICATION**

- **Does student provide additional documentary evidence within required timeframe?**
  - **YES**
  - **NO**
- **Application accepted**
- **Application rejected**

**OUTCOME REPORT**

- **Does Application meet eligibility criteria?**
  - **YES**
  - **NO**
- **Does Professional Staff need input from relevant Academic or Faculty Student Administration Manager?**
  - **YES**
  - **NO**
- **Application assessed and outcome determined by Professional Staff**
- **Outcome notification**

**Additional documentary evidence requested**

- **Does student provide additional documentary evidence required?**
  - **YES**
  - **NO**
- **Application rejected**
- **Application accepted**

**APPLICATION REJECTED**

- **Application rejected**
- **Student receives email notification of outcome**

**APPLICATION ACCEPTED**

- **Application accepted**
- **Student & relevant University Staff receive email notification of outcome**

**Special Consideration Procedure Flowchart APPROVED by Academic Senate 5 September 2017**

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**Students**
- Apply for Special Consideration
- Provide required evidence
- Receive decision

**Professional Staff**
- Review application
- Collaborate with relevant Academic or Faculty Student Administration Manager
- Decide on appropriate outcome

**Academic Staff**
- Consult CWB
- Take appropriate action

**Student Systems**
- Manage application process

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**NOTE:** The University will aim to communicate the outcome of a Special Consideration application within five (5) working days of receiving the application and all necessary documentary evidence. Students may also be referred to Campus Wellbeing or other support as appropriate. Faculty/Department staff will be provided with Special Consideration outcome reports as required.