

SPECIAL CONSIDERATION POLICIES & PROCEDURE

Please note: These new policies have been determined by the Faculty of Science Academic Board, and not the staff of the Coaching Psychology Unit. Any queries or observations about these policies should be addressed to the Faculty of Science Office.

It is very important that you read the following information carefully. Failure to observe School of Psychology and Science Faculty regulations can result in a Fail grade.

The regulations below must be read in conjunction with the Faculty of Science resolutions on Special Consideration, which may be viewed at <http://science.usyd.edu.au>, and with the Academic Board Resolutions: Assessment and Examination of Coursework, Part 5 – Special Consideration due to Illness or Misadventure, which may be viewed at <http://policy.rms.usyd.edu.au/00000ag.pdf> or in the *Student Information Bulletin November 2003-October 2004*, pages 3-7.

The term “Special Consideration” shall cover any and all requests for consideration, including requests for extensions on Essays, requests for supplementary tests/exams, as well as more general requests for consideration of marks.

All requests for Special Consideration related to Coaching Psychology units (ie, units of study starting with PSYC) must be lodged first with the Science Faculty Office. This applies to ALL STUDENTS, regardless of the degree in which you are enrolled. Applications that have not been stamped by the Science Faculty can not be accepted at the Coaching Psychology Office.

Special Consideration will be granted ONLY in cases of certified illness or misadventure. The following will NOT be accepted as reasons for Special Consideration:

- (1) work pressure either in other units of study or in employment.
- (2) computer failures. It is your responsibility to ensure that you keep adequate back-ups and hard copies of work, and that you do not leave printing until the last minute.
- (3) losing work. It is your responsibility to ensure that written work, study notes, etc are duplicated and kept in a safe place.

Student Special Consideration Process

Obtain and complete a Special Consideration form from the Faculty of Science office or website which includes a Professional Practitioners Certificate to be completed by the student's registered medical practitioner or counsellor.



Lodge completed Special Consideration forms with supporting documentation at the Faculty of Science office. Bring original documents, one copy for the Faculty's records and one each for the relevant Schools or Disciplines for which consideration is being sought. All copies will be stamped 'Received Faculty of Science dd/mm/yyyy' and a receipt issued to the student.



Lodge stamped documentation at Coaching Psychology Office on same day.



After academic judgment is complete, the student will be advised of the outcome by the Faculty office via an e-mail to their university e-mail account within ten working days of lodgment of their application.

When applying for Special Consideration, please keep the following in mind:

EXTENSIONS

If you require additional time to complete an assignment because of illness or misadventure, you must lodge an application for Special Consideration at the Science Faculty Office *before the due date of the assignment if possible*. Applications received more than a week after the due date of the assignment will not be considered and the student will be ineligible to pass the unit of study.

Students granted an extension on their assignment will be informed of the duration of the extension via email. Assignments with extensions must be submitted to the coaching Psychology Office.

SUPPLEMENTARY EXAM

If a student cannot sit the examination at the scheduled time due to illness or misadventure, they must lodge an application for Special Consideration at the Science Faculty Office *before the date of the examination if possible, or within 7 days after the examination*. Applications received more than a week after the test will not be considered and the student will be ineligible to pass the unit of study. A student will be informed via email if they have been granted a supplementary exam. Supplementary tutorial exams will take place during the mid-year break. Students granted supplementary exams will be informed of the time and location via email.

GENERAL SPECIAL CONSIDERATION

If your performance in components of the assessment for a unit of study, or your ability to satisfy the requirements of a unit of study, have been compromised by certified serious illness or misadventure, but you do not require an extension or a supplementary test or exam, you may still apply for Special Consideration. Applications of this nature should be submitted within seven days of the assessment for which Special Consideration is being sought. No applications submitted after this time will be considered unless circumstances (eg hospitalisation) prevented timely application.