

DeGesh School of Entrepreneurship

Special Consideration Policy

Policy Review Date	30/01/2025
Next Review Date	29/01/2026

Purpose

The purpose of the Special Consideration Policy is to ensure that students who experience unexpected and unavoidable circumstances that may adversely affect their academic performance are treated fairly and provided with appropriate support. This policy outlines the criteria for eligibility, the process for requesting special consideration, and the possible adjustments that may be granted.

Scope

This policy applies to all students enrolled in DeGesh School of Entrepreneurship and covers all assessments, including coursework, examinations, and other forms of evaluation.

Eligibility Criteria

To be eligible for special consideration, students must demonstrate that they have experienced one or more of the following circumstances:

- Acute illness or injury.
- Bereavement due to the loss of a close family member or friend.
- Natural disasters or severe weather conditions that prevent attendance or access to required resources.
- Personal or family crisis, such as domestic violence, divorce, or other unexpected and unavoidable events.
- Other exceptional circumstances, as deemed appropriate by the college.

Requesting Special Consideration

- Students must submit a written request for special consideration, along with supporting documentation (e.g., medical certificates, death notices, police reports), to the relevant department or faculty within a specified timeframe, typically within 3-5 working days from the date of the affected assessment.

- The request should include a description of the circumstances, the impact on the student's academic performance, and the specific adjustments requested.
- The college may request additional information or documentation to assess the validity of the request.

Assessment and Decision

- Requests for special consideration will be assessed on a case-by-case basis by the relevant department or faculty, considering the nature of the circumstances, the supporting documentation, and the student's academic record.
- The college will notify the student of the decision in writing, typically within 5-10 working days from the receipt of the request.

Possible Adjustments

If the request for special consideration is approved, the college may grant one or more of the following adjustments, depending on the specific circumstances and the nature of the affected assessment:

- Extension of deadlines for coursework or other assignments.
- Rescheduling of examinations or other evaluations.
- Alternative assessment methods or formats.
- Re-weighting of assessment components within the same course.
- Aegrotat or compassionate pass, in cases of severe and unavoidable circumstances.

Appeals

Students who are dissatisfied with the decision on their request for special consideration may appeal the decision following the college's established appeals process.

Confidentiality

The college will treat all requests for special consideration and the supporting documentation with confidentiality and will only share the information with relevant staff members on a need-to-know basis.

By implementing this Special Consideration Policy, DSE demonstrates its commitment to ensuring fairness and equity in the assessment of student performance and providing appropriate support for students facing unexpected and unavoidable challenges.