



Policy and Governance Unit, Academic Registrar's Division

STUDENT ACADEMIC CONSIDERATION POLICY

Date approved	12 October 2007	Date Policy will take effect	Autumn Session 2009	Date of Next Review	December 2013
Approved by	University Council				
Custodian title & e-mail address	Senior Manager, Policy and Governance Unit governance@uow.edu.au				
Responsible Faculty/Division & Unit	Policy and Governance Unit, Academic Registrar's Division				
Supporting documents, procedures & forms of this policy	Student Academic Consideration Guidelines Statutory Declaration for Academic Consideration Student Academic Consideration Online Application Flowchart of Process for Applying for Academic Consideration Flowchart of Process for Responding to Academic Consideration Application Academic Grievance Policy (Coursework and Honours Students) Records Management Policy				
References & Legislation	Disability Policy – Students Code of Practice – Teaching and Assessment				
Audience	Public – accessible to anyone				
Expiry date of Policy	Not Applicable				

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1 Purpose of Policy

1. The purpose of the Student Academic Consideration Policy is to enable student requests for academic consideration for specific assessment tasks, examinations, academic progress or attendance requirements in a subject relevant to their course to be evaluated in a fair, reasonable, timely and consistent manner throughout the University.
2. This Policy sets out clear and defined requirements allowing for transparency, ease of interpretation and implementation. Consistency in criteria, procedures, and outcomes in the processing of applications for academic consideration for all forms of assessment are requirements of this Policy.

2 Definitions

Word/Term	Definition
academic progress	Successful completion of subjects towards a degree within established time limits.
Academic Registrar's Division (ARD)	The Unit responsible for policy, governance and the management of core student functions.
academic staff	Full-time, sessional or fractional staff of the University who carry out teaching responsibilities under the authority of the Head of an

	Academic Unit.
Academic Unit	Faculty, School or Department
Assessment	An academic task which a student is required to complete to provide a basis for an official record of achievement or certification of competence in a subject, as stipulated in the Subject Outline. This may include summative and/or formative forms of assessment. Examples of assessments include, but are not limited to, examination, test, take-home examination, quiz, assignment, essay, laboratory report, thesis, demonstration, performance, tutorial presentation, class participation, practicum, clinical placement, student professional experience and work experience in industry.
Faculty Assessment Committee	The Committee of academic staff within a Faculty responsible for assessment processes and procedures.
Associate	A UOW student who provides support to a person with a disability who may or may not be a student at UOW. An associate may include but is not limited to: <ul style="list-style-type: none"> a. a spouse of the person; b. another person who is living with the person on a genuine domestic basis; c. a relative of the person d. a carer of the person, and e. other groups listed within the Disability Discrimination Act 1992 (<i>Cwlth</i>).
course	A program of study that includes a course leading to higher education awards and a non-award program of study. A course consists of a subject or combination of subjects and other requirements as specified in the course structure.
disability	Disability, in relation to a person, includes: <ul style="list-style-type: none"> a. total or partial loss of a person's bodily or mental functions; b. total or partial loss of a part of the body; c. the presence of a body of organisms causing disease or illness d. the presence of a body of organisms capable of causing disease or illness e. the malfunction, malformation, or disfigurement of a part of a person's body f. a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction, or g. a disorder or illness that affects a person's thought processes, perception of reality, emotions, or judgement or that results in disturbed behaviour, And one which: <ul style="list-style-type: none"> h. presently exists; i. previously existed but no longer exists; j. may exist in the future, or k. is imputed to a person.
Education Centres	UOW sites at Batemans Bay, Bega, Moss Vale and Loftus.

end-of-session examination period	Period during which examinations are held, normally conducted by Academic Registrar's Division.
grievance	A complaint about a decision, act or omission by a member of the University staff that affects a student's academic experience. Students can refer to the Academic Grievance Policy (Coursework and Honours Students) and Academic Grievance Policy (Higher Degree Research Students) for further details.
in-session test	A test, examination, quiz or in-class review conducted by an academic unit during session.
non-award student	A student enrolled in any course that does not lead to a higher education award at the University.
offshore partner institution	An institution with which UOW collaborates to deliver UOW courses at locations outside Australia (excluding UOW Dubai).
registered medical practitioner	A person registered with a professional body to provide a specialised medical opinion.
reasonable adjustments	Alternative arrangements that are made to ensure that students with a disability and students who are associates of persons with a disability are able to undertake their study and complete their course requirements without disadvantage.
session	A period in which subjects may be offered. Standard sessions are defined as Autumn and Spring. Non-standard sessions may be created in accordance with the Session Policy.
Student Support Adviser (SSA)	Student Support Advisers work within Faculties to provide programs which assist students with access and equity issues at university.
Student Management Package (SMP)	Student Management Package (SMP) consists of SOLS, SMP-Central and the Student administration software and web based systems.
SMP-Central	SMP-Central is a class management system used by lecturers, subject co-ordinators and other staff to view and edit class rolls, group students into tutorials, enter assignment marks, enter and grade final marks, send SOLSMail messages and administer academic consideration applications.
Student Online Services (SOLS)	SOLS is a web based system that enables a student to self-manage their enrolment at the University of Wollongong. The system allows the student to update their personal details, apply for academic consideration, check assignment and final results, receive important messages from university staff, manage fees, and enrol in tutorials.
SOLSMail	The Student Online Services email system. It is an official and primary method for communication with students at UOW.
Student	A person registered for a course.
Student Central	The service centre responsible for the provision of guidance, enrolment management support and services for all UOW students and external clients.
Sub Dean/Associate Dean	The person with delegated authority responsible for academic advice and decisions in the Faculty that offers the subject.

Subject Coordinator	An academic staff member with nominated responsibility for a particular subject.
Subject outline	The document governing content, delivery and assessment of material for a subject.
Supplementary assessment	An assessment task including an examination available in place of, or in addition to, assessments as scheduled in the subject outline.
Verified application	An application for academic consideration is considered verified when the required supporting documentation has been validated.

3 Application & Scope

1. This Policy applies to all:
 - a. undergraduate students, including Honours students
 - b. postgraduate coursework students, including distance education students
 - c. Higher Degree Research students enrolled in coursework subjects, and
 - d. students undertaking non-award study.
2. Students enrolled at UOW Dubai will follow the procedures as set out in the [UOWD Student Handbook and Calendar](#).
3. Academic consideration is only granted in serious or extenuating circumstances, which are beyond a student's control and which significantly impair a student's ability to complete an assessment task on or by the due date as stipulated in the Subject Outline or to progress academically in a subject relevant to their course of study.
4. Academic consideration is not intended to accommodate those common occurrences which interfere with daily life. Students who need assistance with study skills, essay writing or time management should contact [Learning Development](#).
5. Students who make five or more applications for academic consideration within six calendar months will be requested to contact the Sub Dean/Associate Dean of the Faculty for academic advice.
6. Students cannot apply for academic consideration after completing and submitting an assessment task, including an examination, or once grades have been declared for that subject. In these circumstances, students can consult with the Sub Dean/Associate Dean of the Faculty which offered the subject or lodge a grievance following the Faculty's grievance procedures.

4 Policy Principles

1. All undergraduate students, Honours students, postgraduate coursework students, distance education students, Higher Degree Research students enrolled in coursework subjects, non-award students and UOW staff shall follow the requirements stipulated in this Policy.

5 Academic Consideration

1. Academic consideration is a process intended to help minimise the impact of serious or extenuating circumstances beyond a student's control which significantly impair a student's ability to complete an assessment task on or by the due date as stipulated in the Subject Outline or to progress academically in a subject relevant to their course of study. Academic consideration may be granted on the basis of medical grounds, compassionate grounds and/or extenuating circumstances.
2. It is not possible for academic consideration to compensate for every consequence of illness, injury, other serious cause, or extenuating circumstance affecting a student's academic progress. However, academic consideration, where appropriate, may help to

minimise the impact of such circumstances by providing a mechanism to vary assessment requirements of a subject or to avoid some of the usual consequences of failure in a subject.

3. Approved academic consideration applications may, for example, result in one or more of the following outcomes:
 - a. an extension of time to submit an assessment task
 - b. permission to undertake a supplementary assessment task or examination
 - c. recommendation for a late withdrawal without academic penalty (only the Sub Dean/Associate Dean can approve this recommendation)

and, in exceptional circumstances, with the agreement of the Head of Academic Unit and the Subject Coordinator:

 - d. consideration in determining a final mark, or
 - e. consideration in marking a particular assessment item
4. Academic consideration applications may be denied where the application does not meet the criteria for eligibility as set out in section 8, or where the supporting documentation does not satisfy requirements as set out in section 10. Students should refer to clause 15.2 of this Policy if they do not agree with a decision made regarding their application.

6 Responsibilities

1. The University has a responsibility to:
 - a. ensure that this Policy and its guidelines are accessible to all academic staff and students
 - b. ensure that this Policy and its guidelines are implemented and applied consistently across all faculties and academic units
 - c. promote good practice in considering applications for academic consideration, and
 - d. provide guidelines for considering applications for academic consideration which allow for:
 - i. timeliness of response
 - ii. fairness and equitable consideration
 - iii. respect for privacy, and
 - iv. keeping all parties informed of their rights and responsibilities in relation to the application of academic consideration.
2. Students have a responsibility to meet deadlines for work to be submitted as set out in the Subject Outline. Students who cannot meet such deadlines because of illness, injury, other serious cause, or extenuating circumstance as outlined in Section 8 of this Policy, and who are seeking academic consideration must then:
 - a. lodge an application for academic consideration via SOLS within the timeframe fixed by clause 9.2
 - b. provide for verification supporting documentation within the relevant timeframe as outlined in clauses 10.9 and 10.10
 - c. retain the supporting documentation for twelve months from the date of verification and provide such documentation when requested
 - d. ensure that the date/s specified in the supporting documentation is/are relevant to the date of the assessment task
 - e. seek academic or administrative advice as appropriate, and

- f. behave ethically and honestly in all respects when applying for academic consideration.
3. Designated staff at Student Central, the Sydney Business School, Shoalhaven campus, Education Centres and offshore partner institutions have a responsibility to:
 - a. receive the supporting documentation
 - b. verify the authenticity of the supporting documentation ensuring compliance with procedural requirements of this Policy, and
 - c. return the supporting documentation to the student.
4. It is the responsibility of administrative staff at offshore partner institutions to establish appropriate procedures approved by the relevant academic unit in accordance with this Policy.
5. Subject Coordinators have a responsibility to:
 - a. ensure consistent application of this Policy and its guidelines so that all students are treated fairly and equitably as far as practicable
 - b. review supporting documentation as deemed necessary
 - c. approve or deny the verified academic consideration application within five working days
 - d. notify the Head of the Academic Unit (or academic nominee) if unavailable to respond, and
 - e. adhere to the [University Code of Conduct – Staff](#) when responding to academic consideration applications.
6. The Head of Academic Unit (or academic nominee) has a responsibility to:
 - a. ensure every subject has an assigned Subject Coordinator specified in the subject database, and
 - b. ensure that all applications for academic consideration are dealt with according to the provisions of this Policy.
7. Students who have not been given a response within ten working days of submitting verified documentation should discuss the matter with the Sub Dean/Associate Dean of the Faculty responsible for that subject as soon as possible.
8. The Sub Dean/Associate Dean has responsibility to provide advice to students in matters relating to their application for academic consideration, including the determination of an outcome where advice from the Subject Coordinator or Head of Academic Unit is not available.
9. The Unit and Faculty Assessment Committees have responsibility to review all applications for academic consideration in determining the declaration of final marks for subjects in which the student is enrolled.

7 Privacy and Confidentiality

1. All staff designated to access information contained in applications for academic consideration are obliged to preserve confidentiality in accordance with the University's [Privacy Policy](#), the [Code of Conduct – Staff](#) and other relevant privacy legislation.
2. Records relating to academic consideration applications will be retained and disposed of in accordance with the [State Records Act 1998](#), [General Retention and Disposal Authority GDA23](#), and the [Records Management Policy](#).

8 Eligibility

1. Students shall be eligible to apply for academic consideration if their ability to complete an assessment task on or by the due date as stipulated in the Subject Outline or to progress academically in a subject relevant to their course of study has been significantly affected by illness, injury, other serious cause, or extenuating circumstance.

2. Applications for academic consideration will be considered on the basis of medical grounds, compassionate grounds and/or extenuating circumstances.

Medical Grounds

3. Applications made on medical grounds may include illnesses of short-term duration, which would require the student to seek medical attention and which significantly impair the student's ability to complete an assessment task or performance in their course of study. Medical grounds may include, but are not limited to, illness or injury, hospitalisation, treatment programs, exacerbation of existing medical condition or disability.
4. Students with a disability and students who are associates of persons with a disability who may require reasonable adjustment are encouraged to disclose the nature and extent of their disability to [Disability Services](#) and to register with Disability Services so as to allow the University to better manage their needs.
5. Students who have a disability, or students who are associates of persons with a disability, and require reasonable adjustment are eligible to and should apply for academic consideration in circumstances where their ability to complete an assessment task on or by the due date or to progress academically in a subject relevant to their course of study is significantly affected on medical grounds unrelated to their or their associate's disability such as for short-term illness, injury, other serious cause or extenuating circumstance as defined in section 8.

Compassionate Grounds

6. Applications made on compassionate grounds, that is, where a student is affected by suffering or misfortune may include, but are not limited to:
 - a. loss or bereavement – such as death of a family member, immediate relative or close friend, family relationship breakdown, or
 - b. hardship or trauma – such as sudden loss of income or employment, significant disruption to domestic arrangements, victim of crime.

Extenuating Circumstances

7. Applications made on extenuating circumstances of reasonable significance that interfere with the student's ability to meet a subject's requirements may include, but are not limited to:
 - a. carer's responsibilities – where a student has substantial unplanned responsibilities to either members of their immediate family or members of their household who need their care and support
 - b. religious reasons – where a student is required to observe religious obligations
 - c. legal commitments – where a student is called for jury duty or is required to attend a court or tribunal
 - d. timetable clash for simultaneous in-session tests
 - e. military service
 - f. one-off unusual work commitments
 - g. accidents or natural disasters
 - h. participation in sporting events at state, national or international level
 - i. participation in major cultural events, or
 - j. unavailability of student professional experience opportunity
8. Academic consideration will not be granted on grounds such as usual or routine work or family commitments, or clashes with recreational activities or holiday arrangements.

9 Applications

1. Students will apply for academic consideration for all forms of assessment through SOLS.

Timing of Applications

2. Applications shall normally be made:
 - a. in advance of the due date of an assessment task, including the scheduled date for an in-session test or end-of-session examination
 - b. on the due date of an assessment task, including the scheduled date for an in-session test or end-of-session examination,or, on rare occasions
 - c. no later than three working days after the scheduled date for an assessment task, including the scheduled date for an in-session test or end-of-session examination, in the event of an illness, injury, other serious cause, or extenuating circumstance coinciding with the scheduled assessment date.
3. In exceptional circumstances, the above timing requirements may be exempted by the Subject Coordinator. Late applications will be denied for non-compliance unless an exemption is granted. Examples of exceptional circumstances justifying an exemption may include, but are not limited to, an accidental injury or sudden illness requiring the student's immediate hospitalisation, or a student being homebound without access to a computer.
4. All applications for academic consideration must be supported by appropriate documentation in accordance with Section 10.

10 Supporting Documentation

1. Students applying for academic consideration shall submit supporting documentation which verifies their eligibility as stipulated in Section 8. Supporting documentation must be submitted at the campus at which students are studying via mail or in person. Supporting documentation must be in hard copy and written in English or be a certified and signed translation.
2. All applications for academic consideration must be supported by appropriate documentation as fixed by clauses 10.4 to 10.7. Supporting documentation must comply with the criteria set out in these clauses; failure to comply will result in the application being denied. Applications without supporting documentation will not be considered.
3. Supporting documentation should be an original document. In circumstances where this is not possible, an original certified copy will suffice. All supporting documentation should indicate the exact dates of the event or circumstance and how this will impact on the assessment.
4. Supporting documentation for academic consideration applications on medical grounds includes an original medical certificate (or original certified copy) which must indicate:
 - a. the name of the student
 - b. the date the certificate was written and signed
 - c. the date on which the doctor considers the student is likely to return to studiesand should:
 - d. indicate the degree of incapacity of the student, and
 - e. be addressed to the parties requiring the certificate as evidence of illness (ie UOW)

5. Offshore partner institutions are responsible for establishing appropriate criteria regarding medical certificates in accordance with this Policy and the appropriate institution and approved by the relevant academic unit.
6. Supporting documentation for academic consideration applications on compassionate grounds may include:
 - a. notification or letter from a registered psychologist (for example, a University Counsellor)
 - b. death certificate or death notice, plus a Statutory Declaration for Academic Consideration, as set out in section 10.8, if the relationship between the student and the deceased is not obvious from the death notice or death certificate
 - c. police report, or event number plus a Statutory Declaration for Academic Consideration as set out in section 10.8.
 - d. letter from a minister of religion (or the like) on relevant letterhead, or
 - e. letter from an employer on company letterhead.
7. Supporting documentation for academic consideration applications on extenuating circumstances may include:
 - a. notification or letter from a registered psychologist for example, a University Counsellor
 - b. letter from a minister of religion (or the like) on relevant letterhead
 - c. jury notice or letter from relevant authority on relevant letterhead
 - d. police report, or event number plus a Statutory Declaration for Academic Consideration as set out in section 10.8
 - e. satisfactory written evidence from the armed forces on relevant letterhead
 - f. UOW Subject Outline or Statutory Declaration for Academic Consideration
 - g. letter from an employer on company letterhead
 - h. selection confirmation on the letterhead of the state, national or international sporting body, or
 - i. letter from a relevant cultural authority on relevant letterhead.
8. Where it is not possible to obtain supporting documentation, students must seek advice from the Subject Coordinator before or at the same time as lodging the application. In some cases, the Subject Coordinator may refer the student to the Sub Dean/Associate Dean for further consultation. Following consultation with the Subject Coordinator (and Sub Dean/Associate Dean where necessary) the student must complete a Statutory Declaration for Academic Consideration to support the application. The declaration should state in detail the facts upon which academic consideration is based, attaching any relevant information or documentation to support statements made in the declaration.
9. For applications for academic consideration made in advance or on the due date of an assessment task, including the scheduled date for an in-session test or end-of-session examination, supporting documentation must be submitted within three working days of the SOLS application.
10. For applications for academic consideration made after the due date of an assessment task or the scheduled date for an in-session test or end-of-session examination, supporting documentation must be submitted on the same or next working day of the SOLS application.
11. Subject Coordinators are formally notified of applications for academic consideration by email only after supporting documentation is verified.

Verification of Supporting Documentation

12. Supporting documentation will be verified at one of the following locations:
 - a. Student Central
 - b. Sydney Business School
 - c. Shoalhaven campus
 - d. Education Centres, or
 - e. offshore partner institutions.
13. In submitting supporting documentation for verification, students consent to the UOW conducting an audit of the document's legitimacy regarding the contents and origin of the documentation. Students consent to the release of information, via the online SOLS application, to relevant third parties for the purpose of the audit.
14. From the date of verification of the supporting documentation, students are required to retain the supporting documentation for twelve months and may be requested to provide it for further inspection.
15. A Subject Coordinator is entitled to inspect the supporting documentation prior to making a decision and may request sighting the supporting documentation before a decision is made in regard to the academic consideration application.
16. The submission of fraudulent documentation will be regarded as serious misconduct and will be managed in accordance with the Student Conduct Rules and associate procedures. The matter may also be referred to the State or Federal Police.

11 Criteria for Granting Academic Consideration

1. In deciding whether or not to grant a request for academic consideration, and in deciding what form of academic consideration, if any, may be appropriate, regard may be had to:
 - a. the seriousness of the circumstances and the extent to which these impact on the student's academic progress in a subject.
 - b. the extent to which the circumstances and their impact were beyond the student's control
 - c. the extent to which the student may have contributed to producing the circumstances
 - d. whether the academic consideration sought would unfairly advantage the student in relation to other students enrolled in the subject
 - e. the relevance of supporting documentation
 - f. the student's academic progress in the session
 - g. previous applications by the student for academic consideration, and
 - h. any other relevant consideration.

12 Response Times to Applications

1. The Subject Coordinator should respond through SMP within five working days of receiving the email notification of the application.
2. If the Subject Coordinator has not responded within five working days, the Subject Coordinator will be sent an email, copied to the student, requesting an urgent response within two working days.
3. If after that period no response has been given, the application will be forwarded automatically to the Sub Dean/Associate Dean who is responsible for investigating the delay, taking advice from the Subject Coordinator or Head of Academic Unit (or Academic nominee) as appropriate, and may, failing advice from these staff, determine the outcome of the application within three working days. Students should contact the

Sub Dean/Associate Dean as soon as possible if no response has been given after this period.

13 Outcomes of Academic Consideration

Application Approved

Assessment tasks (excluding in-session tests and end-of-session examinations)

1. Students will be notified through SOLSMail of a revised submission date if their academic consideration application for an extension has been approved. Extensions will not be granted beyond the date upon which the assessment task is marked and returned to other students in the class.
2. Students will be notified through SOLSMail if their academic consideration application for a supplementary assessment task has been approved. Details of that task will be included in this notification.
3. Students intending to graduate should be aware that an extension for any assessment task, including supplementary examinations, could impact upon their eligibility to graduate in that session.

In-session tests

4. Students will be notified through SOLSMail if their academic consideration application to undertake a supplementary in-session test has been approved. If a student is permitted to undertake a supplementary in-session test, the Subject Coordinator will determine, in a reasonable manner, the nature, date, time and venue of any supplementary test. The student will be informed through SOLSMail, at least three working days prior to this date.
5. If a student is not able to attend the scheduled supplementary in-session test, they may apply for academic consideration again through SOLS in accordance with this Policy. The Subject Coordinator has the discretion to allow the student to undertake a second supplementary in-session test or to complete a substitute piece of assessment where this option is offered in the Subject Outline. Alternatively, the student may be offered the opportunity to withdraw from the subject without academic penalty or may be awarded a zero fail for the in-session test.

Examinations held during the end-of-session examination period

6. Students will be notified through SOLSMail if their academic consideration application to undertake a supplementary examination during the regular supplementary examination period has been approved. An exam timetable will be released on SOLS at least three working days prior to the commencement of the supplementary exam period.
7. If a student is not able to attend the scheduled supplementary examination, they may apply for academic consideration again in accordance with this Policy. However, on this occasion, they must apply in writing to the Subject Coordinator following the timing of application procedures outlined in clause 9.2. The Academic Unit responsible for the examination has the discretion to allow the student to undertake a second supplementary examination or to complete a substitute piece of assessment where this option is offered in the Subject Outline. Alternatively, the student may be offered the opportunity to withdraw from the subject without academic penalty or may be awarded a zero fail for the examination.

Application Denied

8. Students will be notified through SOLSMail if their academic consideration application has been denied. This notification shall include the reason/s why the application has been denied, and the name of the academic staff member who has made this decision.

14 Support Available for Students

1. Students who require advice about the Student Academic Consideration Policy or assistance with its procedures may contact [Student Central](#), (or its equivalent at Shoalhaven campus, Education Centres or off-shore partner institutions), the Subject Coordinator, the Sub Dean/Associate Dean or representatives of UOW student associations.
2. The University provides a free and confidential counselling service to students who are having difficulty coping with disruptive though relatively common life events. Students who are experiencing any difficulties are encouraged to seek counselling support through [Counselling Services](#).
3. Academic support is provided to students through the [Learning Development](#). Students are encouraged to seek the free assistance of staff to develop good academic study patterns, time management skills, note taking and essay writing skills, and examination preparation skills.

15 Appeal Against a Decision on Academic Consideration

1. Ad hoc arrangements for academic consideration made between students and staff outside the formal processes defined in this Policy will not be binding in the determination of a final result by the Faculty Assessment Committee.
2. The outcome of an application for academic consideration is determined by one of the following: the Subject Coordinator, the Head of Academic Unit, Sub Dean/Associate Dean or Unit/Faculty Assessment Committee. If a student does not agree with a decision made regarding their application, then a grievance may exist. Students are advised to refer to the [Academic Grievance Policy \(Coursework and Honours Students\)](#) for further details. Students may file a grievance in writing with the Faculty that offered the subject.

16 Review and Change History

Version Control	Date Effective	Approved By	Change Details
1	Autumn Session 2009	Council	Student Academic Consideration Policy replaces the Special Consideration Policy
2	Autumn Session 2009	Vice Principal (Administration)	Amendment to clause 10.7(e) in response to request from the Australian Defence Force
3	Autumn Session 2009	Deputy Vice-Chancellor (Academic)	Migrated to UOW Policy Template as per Policy Directory Refresh
4	13 August 2009	Deputy Vice-Chancellor (Academic)	Minor amendment to update reference to SEDLOs to refer to Student Support Advisers
5	15 October 2010	University Council	Amendments following review by Education Policy Review Subcommittee to better integrate policy with Disability Policy – Students and Disability Standards in Education 2005.
6	28 February 2011	University Council	References updated to reflect the rescission of the Code of Practice – Students.
7	23 November 2011	Vice-Principal (Administration)	Definition for “Associate” and “Disability” updated, in line with the Disability Action Plan 2011-2015.