SMP_Central

Academic Consideration

The academic logs into SMP_Central and selects the subject instance from the Class Selection screen and clicks to view the Class Roll.

A message will appear at the top of the class roll if there are any outstanding Academic Consideration applications to be processed.

*There are Outstanding Academic Considerations to be processed (x for enrolled students) (x for Withdrawn students).

A message will also appear if there are students who have submitted an Academic Consideration application, but they have not yet had their documentation verified – X Academic Consideration Application(s) have been submitted, but the documentation has not yet been verified.

This is for information only – to assist with enquiries from students. All Academic Consideration applications require documentary evidence to be submitted and verified by Administration before you can reply to the AC request via SMP_Central.

Note: From Spring 2017 – Students are able to withdraw Academic Consideration applications that have not been verified by Administration staff. If a student withdraws their application, it will not appear in the link for applications submitted but not yet verified.

Academic Consideration applications only flow through to SMP_Central, and have the *AC appear in the Info column once the documentation has been verified by Administration staff.

If the student has submitted and application for Academic Consideration, in the Info column, *AC or AC will appear.
*AC – The academic consideration needs to be actioned – The documentation has been verified and you need to submit a response.

AC – The academic consideration does not need to be actioned – A response has already been submitted.

Column headed AC Update shows the date the Academic Consideration documentation was verified by front counter staff (ie the day the student submitted the documentation and the application flowed through to SMP_Central).
Click on the *AC link to submit a response to the Academic Consideration application. The Academic Consideration summary pop up screen will appear:

If the application details are highlighted in pink, a reply has not yet been sent. If the application details are highlighted in green, a reply has been sent to the student.

The Academic Consideration Summary screen shows the date the Student Submitted the application and the date University administration staff verified the documentation.

To reply, click on the Application ID link – The Academic Consideration Details screen will appear.
There are 4 reply options:

- Application Approved
- Application Declined
- Application requires further information
- Application will be referred to the Unit/Faculty Assessment Committee.

Once the user clicks to select one of these options, additional selections for that reply will appear:

**Application Approved:**

**Application Declined:**

**Application requires further information - contact the Subject Coordinator.**

(You should notify the student of the comments in the text field below.):
Application will be referred to the Unit/Faculty Assessment Committee - You will be advised of the outcome of your application by SOLS. If you do not receive notification of the outcome within two working days of release of results, you should contact the Faculty. (You may notify the student of the comments in the text field below.)

Staff Send reply or cancel to return to the Academic Consideration Summary. Once a reply has been submitted, it cannot be changed.

Academic Consideration Summary Report

Once you click on the AC option, the Academic Consideration Summary screen will appear:
Click on the Export option if you would like to export this summary information to Excel. (Note: Only the first 50 characters will be displayed on the Summary screen if there is something in other comments, however, the entire ‘other comments’ field will be displayed in the export as the field contains up to 4000 characters).

Staff with Unit Head access to SMP_Central can run the Academic Consideration Summary for multiple classes – Use the Class Selection tab to select multiple classes, click on the Unit Summary tab, select the classes to report on Academic Consideration and click on the AC option.
## Version Control Table

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<thead>
<tr>
<th>Version Control</th>
<th>Date Released yyyydd</th>
<th>Approved By</th>
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<tbody>
<tr>
<td>1.0</td>
<td>110209</td>
<td>Debbie Sartori – Senior Manager, ARD Student Systems</td>
<td>First Released Version</td>
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<tr>
<td>2.0</td>
<td>111206</td>
<td>Debbie Sartori – Senior Manager, ARD Student Systems</td>
<td>Update for SMP_Central Vers 4.0 release – Academic Consideration Review</td>
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<tr>
<td>3.0</td>
<td>130606</td>
<td>Trang Nguyen – Specialist, Student Systems</td>
<td>Updated images to reflect new SMP Central 4.1 roll out</td>
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<tr>
<td>4.0</td>
<td>170704</td>
<td>Debbie Sartori – Senior Manager, Student Systems – Student Services Division</td>
<td>SMP_Central V5.1 Patch 3 – Academic Consideration Policy change Changes to replies Students can withdraw applications that have not been verified</td>
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