

# Special Consideration: Unavoidable Personal Circumstances Application form *(for Assignment work only)*

Must be applied for within 2 weeks of assignment due date.

Student Name:								Date:			
Student ID:								Phone:			
Address:											
Email address:						UOA Email address:					
Programme:								Campus:			
Course Title:								Course No.:			
Course Director:						Assignment No.:			Assignment Due Date:		

**Provide evidence in support of Special Consideration application:**

Doctor's certificate                      OR                       Counsellor's letter

AND

Evidence of working towards course Learning Outcomes (eg. work in progress for assignments / regular attendance / regular participation online)

**Eligibility.**                       ELIGIBILITY APPROVED                       ELIGIBILITY NOT APPROVED

Head of Programme Signature:								Date:			
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If not approved inform student, if approved send the form to the: **School Group Services Coordinator**

**Course Administrator Recommendation.**

- Submit the work by a revised deadline                      OR
- Give an assessed grade for the course based on:
  - either a grade indicated by the completed work
  - or the allocation of a mark for the missing work derived from the student's relative ranking on others' completed work                      OR
- Submit a new task by a revised deadline                      OR
- Student to re-enrol

Deadline Date:	
Grade:	OR Mark:
<input type="checkbox"/> AS58: Complete and submit to examinations	

Course Administrator Signature:								Date:			
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**Head of School.**

HOS Signature:								Date:			
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RECOMMENDATION APPROVED                       RECOMMENDATION NOT APPROVED

- NB 1:** Group Services co-ordinator to notify outcome to student using proforma letter.
- NB 2:** In the case of professional programmes, Group Services co-ordinator to send copy of this form and supporting information to the Education Student Centre.
- NB 3:** Group Services to load information in FEDSS.