Academic Consideration

To reply to an Academic Consideration application, 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 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*There are Outstanding Academic Considerations to be processed (x for enrolled students) (x for Withdrawn students).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 Academic Consideration applications which have not yet been reviewed by Administration staff: X Academic Consideration Application(s) have been submitted, but have not yet been reviewed by Admin.

This message is for information only – to assist with enquiries from students. All Academic Consideration applications need to be reviewed by Admin Staff who check that the application meets the policy requirements, before they choose to forward the request to the Subject Coordinator for Review/Reply.

Note – under the new Student Academic Consideration Policy (from Spring session 2023):
Administration staff can approve the Academic Consideration request where:
  • Students are requesting short extensions of time to submit individual written assignments and are permitted to self certify
  • Request is the student’s first application within a session (including single application applying to more than one subject)
  • Duration of the request does not exceed 3 calendar days
  • Circumstances meet the policy requirements
  • Request is made at least 1 day before the assessment deadline

Administration staff can also decline Academic Consideration Requests:
  • Dates in application do not relate to the due date of the assessment task.
  • Duplicate Application
  • Reason for Academic Consideration is outside of policy
  • Application is submitted outside of timeframes
  • Documentary evidence is outside of policy
  • Supporting documentation required

A message will appear - X Academic Consideration Application(s) have been processed by Admin – Staff can click to view the AC requests approved or declined by Admin.
Students are able to withdraw Academic Consideration applications that have not been reviewed by Administration staff. If a student withdraws their application, it will not appear in the link of Applications that have been submitted, but have not yet been reviewed by Admin.

Academic Consideration applications only flow through to SMP_Central, and have the *AC appear in the Info column once the application has been reviewed by Admin staff and Admin staff have chosen to forward the request to the subject coordinator for reply.

In the Info column, *AC or AC will appear.

*AC – The academic consideration needs to be actioned – The application has been reviewed by Admin staff and they have chosen to forward the application to the Subject Coordinator(s) and you need to review the application and provide a response to the student.

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 application was forwarded to the Subject Coordinator(s) by Admin staff.
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 administration staff reviewed the application and forwarded it to the subject coordinator to reply.

To reply, click on the Application ID link – The Academic Consideration Details screen will appear.
There are 2 reply options:

- Application Approved
- Application Declined

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

**Application Approved:**

![Application Approved Form]

**Application Declined:**

![Application Declined Form]

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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<th>Date Released yymmdd</th>
<th>Approved By</th>
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<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</td>
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<td>Changes to replies Students can withdraw applications that have not been verified</td>
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<tr>
<td>5.0</td>
<td>230714</td>
<td>Debbie Sartori – Senior Manager, Student Systems – Student Administration Services Division</td>
<td>SMP_Central update July 2023 – Academic Consideration Policy change</td>
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