

## **AA School Academic Regulations (July 2018 edition)**

**The following is contained within the Academic Regulations Handbook and presented stand-alone for ease of access for all students.**

### **17 MITIGATING AND EXTENUATING CIRCUMSTANCES**

17.1 It is the responsibility of all students to ensure that the arrangements of their personal circumstances enable them to participate in all aspects of their course/programme of study.

17.2 Any student who is unable to attend or complete a formal assessment component due to a significantly disruptive, unforeseen circumstance may submit a request for deferral.

17.3 Circumstances deemed by the AA School to be out of the student's control may include:

17.3.1 Bereavement: the loss of a close relative/significant other;

17.3.2 Significant adverse personal/family circumstances;

17.3.3 Serious short-term illness or accident;

17.3.4 Sudden deterioration of a long-time physical health and/or mental health condition.

17.4 Any request for deferral must be submitted to the School Registrar before the date of the formal assessment component (see Academic Calendar) with accompanying evidence in order to be considered.

17.5 Requests submitted after the date of the formal assessment component will not be accepted unless there is a compelling reason.

17.6 The deferral request must be agreed by the School Registrar in consultation with the Course Tutor/Director to facilitate opportunity for the student to undertake the affected formal assessment component on an agreed alternative date as if for the first occasion and without penalty.

17.7 The School Registrar will inform agreement and alternative arrangements in writing within seven days of receipt of request.

17.8 The student will not be in a position of unfair advantage or disadvantage and will be assessed on equal terms within their cohort.

17.9 Should the deferral request be rejected, the School Registrar will inform with full account of the reason/s for rejection within seven days of receipt of request.

17.10 The student will be withdrawn from studies incurring liability for the tuition fee of current term of study and deposit RETAINED by the AA School.

AA School Registrar