

Document No:	
Subject:	<b>ACT – EXTENUATING CIRCUMSTANCES POLICY</b>
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## Extenuating Circumstances Policy

### Introduction

This Extenuating Circumstances Policy outlines the guidelines and procedures for addressing extenuating circumstances for students enrolled at ACT. This policy is designed to provide support and flexibility to students who encounter unexpected and unavoidable challenges that may affect their academic performance.

### Definition of Extenuating Circumstances

Extenuating circumstances are defined as unforeseen and exceptional situations beyond a student's control that significantly affect their ability to meet academic requirements. These may include, but are not limited to, serious illness or injury, family emergencies, bereavement, or other critical incidents.

### Eligibility

All students enrolled at ACT are eligible to apply for consideration of extenuating circumstances, subject to the following conditions:

- a. The circumstances must be unexpected, unforeseen, and outside the student's control.
- b. The circumstances must significantly affect the student's ability to meet academic requirements.

In all cases, it is the responsibility of the student to ensure the timely disclosure of any factors or circumstances which may affect the assessment of their learning and responsibility for the consideration of these factors and circumstances will lie with the Academic Standards and Performance Committee (ASPC).

### Documentation

Students applying for extenuating circumstances consideration must provide appropriate documentation, such as medical certificates, legal documents, or other relevant evidence, to support their claim. All documentation will be treated confidentially.



## Procedures

### Reporting Extenuating Circumstances

Students whose circumstances may affect (or may have affected) their ability to meet a program's assessment requirements must submit a completed Mitigating Circumstances Extension Form together with verifiable documentation to the Registrar's Office. This form can be completed electronically or in person and may, if necessary, be signed retrospectively.

### Application Process

Students seeking consideration for extenuating circumstances should follow these steps:

- a. Submit a mitigating form to the Registrar's Office.
- b. Include all relevant documentation to support the claim.
- c. The form should outline how the circumstances have affected the student's ability to meet academic requirements and specify the requested academic accommodations or adjustments.

### Review and Decision

The Registrar's Office will forward the form and documentation to the Associate for Student Affairs, who also serves as the chair of the ASPC. The ASPC may consult with relevant academic staff and support services as necessary. The ASPC will make a decision within a reasonable timeframe, typically no later than ten working days from receiving the application.

### Academic Accommodations

If extenuating circumstances are deemed valid, the following academic accommodations may be considered:

- a. An extension on assignment deadlines.
- b. Make-up exams or assessments.
- c. Alternative assessment methods.
- d. Temporary withdrawal or leave of absence.

The specific accommodations will be determined on a case-by-case basis and in consultation with the student, their course instructor, and any relevant academic advisors.

## Appeals

Students who are dissatisfied with the decision regarding their extenuating circumstances application have the right to appeal. Appeals should be submitted in writing to the Registrar's Office within 2 weeks of receiving the decision.

