

## **Procedures for Student Petitions for Special Consideration**

### **1. Purpose**

These procedures establish a transparent and fair process for students requesting an exception to an academic policy or procedure (e.g., change of exam date, exemption from attendance requirements, or deadline extensions).

### **2. Scope**

Applies to all undergraduate and postgraduate students enrolled at the Innovative University of Enga.

### **3. Principles**

- Requests must be based on genuine, documented circumstances (e.g., medical, compassionate, or unavoidable commitments).
- Fairness and equity must guide all decisions.
- Approval of a petition does not set a precedent for other cases.
- Confidentiality will be maintained at all times.

### **4. Procedure**

#### **Step 1 – Student Initiation**

1. Student completes the Petition for Special Consideration Form.
2. Student attaches supporting documentation (e.g., medical certificate, police report, official travel documentation, death notice).
3. Student submits the completed form to the dean of the college at least 21 working days prior to the requested consideration date (or as soon as possible in emergencies). If an exception for a course/unit matter, submit to the dean of the college offering the course. For other requests for special consideration, the student submits to the dean of college of the student's major.

#### **Step 2 – Faculty Review (if applicable)**

1. The form is provided to the course/unit faculty member of record.
2. The course faculty member of record reviews the petition.
3. The faculty member of record indicates whether they support or do not support the request, and provides comments.
4. The faculty member of record signs and returns the form to the College Office.

### **Step 3 – College Office Review**

1. The college office staff checks that the form is complete and documentation is attached.
2. Incomplete forms are returned to the student without review.
3. Complete petitions are logged into the Special Consideration Register and forwarded to the dean (or delegate).

### **Step 4 – Dean’s Decision**

1. The dean (or authorized delegate) reviews the petition, faculty comments, and supporting documents.
2. A decision is recorded:
  - Approved (with or without conditions), or
  - Denied.
3. The dean signs the form and returns it to the college office staff for communication to involved parties.

### **Step 5 – Notification**

1. The college office informs the student in writing (email) within 5 working days of the decision.
2. Copies of the petition and decision are:
  - Filed in the student’s academic record, and
  - Retained in the college office archive.

## **5. Appeal Process**

Students dissatisfied with the outcome may appeal in writing to the Office of Academic Affairs within 3 days of notification. Appeals must provide new evidence or grounds (e.g., procedural error, overlooked documentation).

## **6. Recordkeeping**

All petitions, decisions, and supporting documentation must be retained for at least 5 years in accordance with University recordkeeping policies.

## **7. Responsibilities**

- Students – Ensure timely submission with complete documentation.
- Faculty – Provide fair and timely recommendations.
- College Office – Verify completeness, maintain register, and notify students.
- Dean (or delegate) – Make final decisions.