

# AIM University Group | Consideration For Extenuating Circumstances

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## ***STUDENT POLICY***

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*This policy aims to outline the institution's approach to providing consistent and fair academic considerations to students for a range of extenuating personal circumstances as defined below:*

1. It is appropriate for the Student Services Office to allow the students to complete and submit the Extenuating Circumstances Form (EC Form) that can be found here:  
<https://www.aimuniversitygroup.org/extenuating-circumstances.html>
2. Students will complete and submit the Extenuating Circumstances Form for special considerations when unexpected issues prevent them from attending an oral examination or meeting a submission deadline.
3. Students MUST provide supporting evidence with their application to allow the Director Of Programs to accurately assess if their education has been seriously disrupted or disadvantaged by issues such as
  - Illness in the close family,
  - Death of close relatives, e.g., children, parents, grandparents, siblings
  - natural disaster,
  - service-man duty,
  - accident,
  - difficulties with schooling, or
  - challenging personal or family circumstances etc.
4. The student must submit the completed Extenuating Circumstances Application Form and the evidence before the exam or submission deadline and not after the date passed. It is rare when approval is granted for an extension after the assessment dates/deadline has passed.
5. The university is committed to responding to students fairly and consistently. Therefore the Associate Director Of Programs must receive supporting evidence to accurately assess if the applicant's education has been seriously disrupted or disadvantaged through the challenging circumstances indicated above.
6. The institutional response to requests for academic consideration due to extenuating cases is based on the principle of good faith, wherein the institution will assume that student circumstances and documented requests are legitimate unless there is compelling evidence to suggest otherwise.
7. The students should assume that the Officer will provide academic considerations deemed to be in the student's best interest and consider the institution's essential academic requirements and standards.