

# Relaxing Clause Procedures

## Section 1 - Procedures

- (1) The Head of School, after consultation with the Academic Director, completes a copy of the 'Relaxing Clause Application Form' and together with a copy of the student's Academic Record.
- (2) When the 'Relaxation Clause Application Form' has been considered and endorsed by the Head of School, the Head of School will send the form with a copy of the student's academic record to the Director Student Success.
- (3) When the Director Student Success has checked the history of the student's case and details, he/she will endorse the proposal and submit the documentation to the Secretary to Academic Board. Prior to submission to the Academic Board the Director Student Success will ensure any actions required, including authorising changes to the student's details on the Student Database, are undertaken. This includes making necessary notes to a student's academic record or removing a student from graduation listings.
- (4) Upon receipt of the documentation from the Student Centre, the Secretary to Academic Board will place the request on the Agenda of the next scheduled meeting of the Standing Committee of Academic Board.
- (5) If the decision of the Standing Committee of Academic Board is that the relaxing clause should be applied, the matter will be referred to a meeting of Council for approval. The Secretary to Academic Board will advise the Director Student Success that the proposal has been submitted to Council. No action is to be taken by the Faculty or Student Centre until Council has made its decision and that decision has been conveyed in writing to the Student Centre by the Secretary to Council. On receipt of this advice, the Director Student Success will advise the PVC and Dean, Course Coordinator and student in writing of the outcome and make any necessary changes to the student's academic record.
- (6) If the decision of the Standing Committee of Academic Board is that the relaxing clause not be applied, the Secretary to Academic Board will advise the Director Student Success in writing. No action is to be taken by the Student Centre or Faculty until advised by Academic Board. On receipt of this advice the Director Student Success will advise the PVC and Dean, Course Coordinator and student in writing of the outcome.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	27th July 2015
<b>Review Date</b>	6th May 2015
<b>Approval Authority</b>	Chief Legal and Governance Officer
<b>Approval Date</b>	30th January 2008
<b>Expiry Date</b>	14th November 2017
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