

Application for Special Consideration

To the Attention of the Lecturer

Students may apply for special consideration to the lecturer(s) of a course when a) excusing their absence from missed course meetings, b) applying for assignment modifications. Please submit the completed application to the **respective lecturer** and make sure to respect indicated submission deadlines. **Please note:** Applying for Special Consideration does not mean that the Special Consideration will be granted. This application needs to be assessed and approved. Special Consideration requests are only granted in special situations beyond a student's control such as stated below and may be associated with additional course workload.

To be Completed by the Student:

| | | | |
|-----------------|----------------------|---------------|----------------------|
| Student Name | <input type="text"/> | Student ID | <input type="text"/> |
| E-mail / WeChat | <input type="text"/> | Study Program | BBA-THM 2017 |

STEP 1: Please Indicate the Purpose of your Application for Special Consideration:

Excuse of Absence from Missed Course Meetings: Affected Course Date(s)

Course ID Course Name

Please indicate if you would like to apply for a make-up assignment

Please note that requests to excuse absences of missed course meetings shall be submitted **within 14 days after the date of the occurred absence**. Requests submitted after the indicated deadline will not be considered.

Changing a Quiz/Exam Date, or Extending the Deadline of an Assignment

Course ID Course Name

Affected Date(s)

Please note that requests for assignment modifications shall be submitted to the lecturer at least **14 days prior to** the date of the affected assignment/ at the discretion of the lecturer. Requests submitted after the indicated deadline will not be considered.

STEP 2: Please Explain the Reason(s) of your Application for Special Consideration:

- Medical Reasons (Serious illness, psychological condition)
- Personal Trauma or Crisis (Victim of a crime, severe disruption to domestic arrangements)
- Loss or Bereavement (Death of a close family member)
- Other Reasons, such as military service and other official summons (i.e. court, police), wedding of student, religious customs that would hinder the student's performance, work commitments (only for instances that are beyond a student's control)

Explanation:
Please attach any relevant documentation.

STEP 3: Please Read and Sign the Declaration Below:

Student Declaration: I declare that all information provided by me is accurate and true. I acknowledge that MODUL School Nanjing reserves the right to confirm the information provided, and it may alter or amend any decision regarding special consideration on the basis of incorrect or incomplete information. I hereby give consent for the MSN to contact my treating practitioner and/or other person or organization named in supporting documentation to confirm/clarify the information provided, particularly with its relevance to the impact on my ability to complete the assessment tasks described in my application for special consideration. I understand that incomplete, unsupported applications cannot be considered by the University and that provision of false or misleading information is grounds for disciplinary action.

Date Submitted:

Student Signature

The following section is for office use only!

Validation of the presently submitted application for special consideration (decision of the lecturer):

Approved

Rejected

Further Proof Required

Reason(s) for Approval/
Rejection/ Request for
Further Proof:

The responsibility of the lecturer:

Student has been informed on the decision taken by the lecturer

Special consideration form has been submitted to the Academic Office (the Academic Office has been informed on the case)

Date of Decision:

Lecturer Signature:

Office tasks:

All necessary administrative actions have been taken

Original file has been stored in the student files

Date of Completion:

ACO Signature: