Some of the educational adjustments you discuss with your Disability Adviser may apply to managing your course work.

Depending on the nature of your disability or circumstances, you may be eligible to receive some flexibility around course attendance, in-class presentation, extensions for assignments, submitting assignments in alternative formats etc.

**NOTE:** Eligibility for classwork support is assessed by the documentation provided by your Doctor or Health Professional and in consultation with your Disability Adviser. If you need assistance, contact us and register for support.

Your Disability Adviser will discuss with you what adjustments you require to meet the course requirements.

You will be given a Letter of Support outlining the educational adjustments to be given to the Course Co-ordinator of your subjects.

**What is a Letter of Support?**

In order for some of your educational adjustments to be put in place, it is necessary to advise your lecturers what support the School/Faculty needs to provide you with so that you can meet the course requirements. At the end of your first appointment, a summary of your agreed provisions will be written up by your Disability Adviser in a Letter of Support.

You must give the Letter of Support to your course coordinators/lecturers within one week of receiving your Letter of Support. The letter does not disclose the nature of your disability.

Your educational adjustments will remain in place for the duration of your course unless otherwise specified by your Disability Adviser, or your circumstances change.

Your lecturers will require a copy of the letter to put those educational adjustments in place that need to be organised by the School or Faculty. Your Disability Adviser will talk directly to your lecturers about your provisions when necessary, however, we encourage you to first talk to the course coordinator and your lecturers about your adjustments as soon as possible.

The Letter of Support will remain the same each year, unless you come in and discuss any changes with your Disability Adviser or if you are notified that your documentation needs to be updated.

**What to do with your Letter of Support**

It is important that you arrange a meeting each semester with all your lecturers and course coordinators in person to discuss your provisions within in the first two weeks of semester. Delaying the discussion could mean your adjustments are not put in place when you require them.

**When are Letters of Support issued?**

- Your Letter of Support will be issued at your first appointment and will be valid for one year to cover Semesters 1
and 2, and Summer School if required.

- Once you have been given a Letter of Support, you must email your letter to the course coordinator within one week of receiving it.
- You will also receive a new copy of your letter if at any time your letter is updated by your Disability Adviser.
- Your Letter of Support will be emailed to your student email account. Please check your email account regularly, even during semester break.

Updating your Letter of Support

If you require changes to your Letter of Support, let your Educational Liaison Coordinator know as soon as possible.

- You may be asked to bring in updated documentation to support the changes you require.
- You will need to discuss any changes with your Disability Adviser before your letter can be updated.

Extensions for assignments

- You should not assume that extensions will automatically be granted.
- If you are experiencing difficulties with your assignments, you must speak to your lecturer early in the teaching session and well before assignments or exams are due. You may also need to speak to your Disability Adviser.
- If an extension is required due to your disability and it is one of your adjustments, you must apply for an extension in advance of the assignment’s due date.
- You will need to submit the assignment by the date you have agreed with your lecturer.
- Multiple extensions will not be considered.
- Where an extension deadline is not met, then normal penalties will apply handing work in late.
- We may request documentation to support an extension.

Attendance requirements

- Many courses have set attendance requirements for tutorials, seminars or practical classes, where usually an 80% attendance rate is required. Allowance for attendance does not mean total exemption from attending tutorials, seminars and practical classes.

Please talk to your Disability Adviser as soon as possible if you are experiencing any problems with meeting attendance requirements and before you fall below the requirement.

If you would like additional academic support, study planning, goal setting or time management assistance contact an Educational Support Advisor.

Classwork Support
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