Timeline Exemption Process

User accesses SharePoint site in Academic Board (link)

Download Timeline Exemption Form to desktop

Save as...

Use naming convention Unit/Course Timeline Exemption Request <Unit Code> #Activity ID Eg. Unit Timeline Exemption Request DATA2001 # 67917

Add to Sharepoint

Drag and Drop or save into your Faculty Folder in SharePoint

Complete form

Click submit button on form to email CIP only

Form Autosaves in SharePoint

CIP receives email and creates CRM

CIP assesses request Includes Timetables or other stakeholders as necessary

CIP emails brendon.nelson@scu.edu.au in CRM with a table summarising requests and recommendations.

VPSR considers information, assesses student impact

View

All stakeholders can access the original form with outcome status in SharePoint folder.

CIP emails all stakeholders via CRM with link to form in SharePoint.

VPSR Meets with CIP and advises his response. CIP updates SharePoint document.