

ACAP STUDENT GENDER TRANSITION SUPPORT

Transitioning students

ACAP supports students who are considering or planning a gender transition through a Gender Transition Plan. You can make contact with us for advice and assistance with your gender transition and we will assist you in completing a Gender Transition Plan whether you are studying on campus or online. If you have any concerns or queries you can contact acap.pride@acap.edu.au.

How can we help?

We can help in a number of ways and these are outlined below, however if there are other forms of assistance required we can also discuss these with you and the options that might be available. ACAP provides all gender toilets on all campuses and recognises that staff and students have the right to use toilets and other facilities, and wear the dress or uniform appropriate to their affirmed gender.

Extensions for assignments or exams

If you wish to seek an extension for a specific assignment or exam you can do so in the usual way. Extensions are available for no more than two weeks, and for a longer extension or to arrange to complete assignments at a different time to usual you will need to request a special consideration. Supporting documentation is required for special consideration applications, and we would recommend applying on medical grounds and providing one or more of the following when you apply:

- Written statement from a health professional or organisation supporting you through social transition.
- Medical certificate from a doctor in relation to hormone treatment or surgery.

Longer term adjustments

If you are experiencing longer term health problems due to your gender transition, whether it is social, medical or legal, and require a long-term adjustment for your studies, the [AccessAbility \(Disability\) Service](#) can provide support. The AccessAbility team is committed to providing appropriate and reasonable adjustments to students with a disability or chronic health condition that impacts on academic study. They provide reasonable adjustments so that students can have an equal opportunity to successfully complete their studies. This includes developing an academic integration plan which can:

- Assist in communicating your needs to academic staff, such as notifying others about your gender transition and change of pronouns.
- Providing alternative arrangements or extensions for assignments

You can apply to register by contacting accessability@acap.edu.au.

Taking a break from study

You may take a break from your studies if required. For domestic students you may defer your studies for up to three trimesters. If you have not yet commenced study you may do this by completing a [Deferral of Study Before Census online form](#) before the published census date in the first trimester of your study. If you have already commenced study, please contact [Student Central](#) for assistance with arranging to defer. For international students, leave may be granted on [compassionate grounds](#). For further information please contact acap.pride@acap.edu.au.

Updating gender, name and title details

You can update your gender, preferred name or legal name, or title by contacting [ACAP Pride](#) attaching any required documents. If this is a legal change it will affect how your name and gender appear in our systems, including usernames and email addresses. If it is not a legal change we will ensure that the information is recorded and staff are advised of this but at present we are unable to make changes in systems like Moodle although we plan to have this capacity shortly (by Trimester 1 2021). You can also request a new ID card on your campus if this requires updating as a result. For further information about changes to personal details please see the [Enrolment Policy](#).