



Late/Retrospective Extenuating Circumstances

UCD has a policy for Extenuating Circumstances that allows consideration of **serious and unforeseen circumstances** that had a serious effect on your ability to engage with your modules. Grounds for consideration must be beyond your control, and you must provide suitable supporting evidence.

Timeframe:

Retrospective applications should be submitted within **1 trimester of the circumstances** BUT depending on the severity or exceptional nature of the circumstances, applications will be reviewed on a case-by-case basis. Retrospective applications will only be considered in exceptional situations by the Programme Examination Board Sub Committee.

All of the following supporting documents are required:

1. A letter to the BDIC Provost detailing why the application is retrospective in nature.
2. An email or letter of support from your Programme Director for the period affected and any academic planning or advice they can provide **OR** *your Student Adviser if you have **previously been in contact with them** about your extenuating circumstances.*
3. Supporting evidence must be uploaded before your application can be considered. Types of required evidence are detailed in the upload section of the google form.

Qualified professionals include:

- Medical practitioner
- Other Health Professional
- BDIC Student Support Professional (e.g. Student Counsellor)

For Bereavements:

- Death Notice/Certificate

Important - Complete Applications

Please upload the required documentation mentioned above. If incorrect documents are supplied, the application cannot be processed, and a member of staff will contact you for required information.

Please read more about Extenuating Circumstances

here: <https://www.ucd.ie/students/studentdesk/extenuatingcircumstances/>