



What does the term 'Extenuating Circumstances' mean?

In the context of the UCD policy, extenuating circumstances refer to serious, unforeseen events which may cause you to miss an exam or may cause you to miss some attendance during the trimester. If you miss an exam, an assignment or are absent for more than 5 days from your classes, please submit an application for extenuating circumstances.

What are considered to be Extenuating Circumstances?

The main events which are considered under the Extenuating Circumstances Policy as serious, unforeseen events could include:

- Involvement in an accident
- Victim of crime
- An acute illness or serious medical condition
- Bereavement of a close family member or partner
- Acute serious personal/emotional circumstances
- Domestic upheaval at the time of the assessment (e.g. fire, burglary, eviction)

I am not sure if my circumstances would be considered as 'extenuating circumstances'. What should I do?

Please come and speak to us about any attendance, assignments or exams you have missed due to personal circumstances. You can contact the College of Science Office for advice on the extenuating circumstances policy and application. You can submit your query to the Connector Form or drop in to E1.09 in Science East during the office opening hours (Monday to Friday 10am - 4pm each day).



You can also contact one of the Science Student Advisers (dani.foy@ucd.ie / aine.murphy@ucd.ie) to discuss the nature of your circumstances in a confidential setting. The Student Advisers can advise if it is necessary for you to submit an application for extenuating circumstances.

Please note: if you do not meet the deadline for submitting an application for Extenuating Circumstances (see below), it is not a valid excuse to say that you did not know that you qualified for Extenuating Circumstances. Please ask for advice and help as soon as possible and we can support you through the application process.

If I have to attend a family event during a period of assessment, does this qualify as extenuating circumstances?

Unfortunately, no. Family and social events, including pre-booked holidays, do not qualify as extenuating circumstances. These are planned events and while the dates may be outside of your control, the Extenuating Circumstances policy and applications can only address serious events which are unforeseen (as outlined above) and the Board can only make recommendations in relation to these serious events.

You can make the module coordinator aware of a family event which may result in you missing an in-term or end of term exam, but these circumstances do not qualify as Extenuating Circumstances.

I am going to be late submitting an assignment. What should I do?

You should contact your Module Coordinator to discuss a local resolution and a date for submission of the assignment. This will be considered under the Late Submission of Coursework Policy. Supporting documentation should be provided but may not always be required. If the application for Late Submission of Coursework is approved, a revised submission date will be agreed and no penalty applied.



However, an extension of more than 10 working days cannot be given under this procedure. Where more than 10 working days are required, or where circumstances which are considered under the Extenuating Circumstances policy require that you need an extension of more than 10 working days, you should make an application for Extenuating Circumstances

When should I apply for Extenuating Circumstances?

For any assignments or assessments missed during the teaching term, you must submit an application within **10 days** of the missed assignment submission date or within 10 days of the date of the missed assessment. This may allow the Module Coordinator an opportunity to provide you with an alternative assessment, or take the circumstances into account, within the teaching term. If you wait until the end of the teaching term or end of the exam period to submit an application for these missed components, this would be considered late and will not be accepted by the Board or your Module Coordinator unless there are relevant, ongoing extenuating circumstances.

For end of term exams missed or impacted by Extenuating Circumstances, you must submit your application by the deadline (5 working days after the final date of the end of term exams). For the Autumn Trimester 2024, the deadline is **Tuesday, 7th January.**

The Board and Module Coordinators can only make recommendations and provide solutions if they are aware of a student's circumstances during the grading process. Students must make the Board aware of these circumstances before they receive their final grades.

What if I miss this deadline?

Applications received after this deadline can only be considered where serious medical circumstances impacted your ability to meet the deadline. Once you have received your results, and you request to submit an application for Extenuating Circumstances for the previous trimester, this is considered to be a 'retrospective' application. Retrospective Extenuating Circumstances applications can only be reviewed if you have a letter from a medical professional which should include a reason why you did not meet the deadline for submitting the



application. This would usually be in situations where a student may have been hospitalized, undergoing medical treatment or may have had debilitating circumstances which meant they were unable to submit the application in time.

The Board can only review results and performance after grades have been released, where these exceptional events have occurred.

What will be the outcome of the application?

There are a number of actions which the Board can recommend in relation to extenuating circumstances:

1. Refer the application to Module Coordinator and recommend that the circumstances are taken into account: where your circumstances have caused you to miss some classes, including labs, or if you have taken an exam or completed an assignment but feel that your circumstances may have impacted your performance in these components of the module, the Board can request that Module Coordinators take these circumstances into account when grading your overall performance in the module.

2. **Recommend IX:** an IX means **incomplete on the grounds of extenuating circumstances** and this is applied to a module(s) where you were unable to complete a component of a module (e.g. end of term exam or assignment) due to extenuating circumstances. The IX grade is a holding grade which remains on your record until such time as you have completed the missed component (or components). Where an IX is applied by the Board and you see this on your record, you must ensure that you contact the Module Coordinator to confirm how and when you are to complete the module. The module must be completed within two trimesters of the initial award, i.e. an IX awarded for a Spring Trimester module must be completed by the end of the Autumn Trimester in the next academic year. When you complete this work, a grade change is applied to your record and the IX is then changed to a credit-bearing grade (e.g. A+, A etc) If you do not remediate the IX within two trimesters, the IX will revert to the original grade.

If you are unable to remediate an IX grade within the prescribed timeframe, please contact the College Office for further advice.



3. **Recommend WN:** where circumstances have impacted most of the teaching term and you were unable to engage with your studies, the Board may recommend that you be withdrawn from modules and that you repeat these modules when they are next offered. Where WN is recorded against a module, your next registration to this same module will be treated as a first attempt and you will not be charged to repeat the module. In some instances, the Board may recommend a Leave of Absence rather than applying WN grades but where this is a recommendation of the Board, you will be contacted with further advice.

How do I apply for Extenuating Circumstances?

Applications for Extenuating Circumstances are submitted in SISweb under the section 'Programme Services'. You will see a section called 'Applications for Extenuating Circumstances'. Start a new application and complete all necessary fields. Upload your supporting documentation when submitting your application.

Ensure you meet the deadline on Tuesday, 7th January for end of term exams impacted. For any in-trimester assignments or assessments missed, submit your application as soon as possible.

Further Information

[Student Guide on Extenuating Circumstances Policy](#)

[UCD Extenuating Circumstances Policy](#)

[Extenuating Circumstances information on the College of Science website](#)

[Contacts for Student Advisers](#)