



UNIVERSITY COLLEGE DUBLIN
EXTENUATING CIRCUMSTANCES FORM
Arts, Celtic Studies & Human Sciences Programme Office

Please return this form to your Programme Office
Please check with your Schools before submitting this form. They may
be able to offer a quicker solution.

A. Personal details			
Student name		Student number	
Degree programme		Stage	

B. Requested action

I am requesting that **my special circumstances be taken into account** by the Examination Board in determining my final grade(s) in the following module(s).

Module code(s)	Module title(s)

I wish to **withdraw without academic penalty** from the following module(s) (WX)

Module code(s)	Module title(s)

I wish to have components assessed on a further occasion, without academic penalty (IX)

Module code(s)	Module title(s)	Component

Please give full module codes and titles. **If consideration is being sought for only some of the modules that you are currently taking, please explain why this is in the case in the details provided overleaf.** If you withdraw from a module (WX grade awarded), you will have to re-attend the module when next offered and complete all of the assessment elements at a later date. If you ask to be excused from components of a module (IX grade awarded), then the elements you have already completed will stand and you will receive the grades for these elements in determining your final module grade when you complete the missing elements.

Have you made the Schools where you are taking modules aware of these special circumstances?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you have, please explain what action they have already taken or suggested.		

C. Nature of your extenuating circumstances.

Please describe the circumstances (use an additional page appended to this form if necessary)
Please be specific. Your confidentiality is assured. Only those people who will consider your circumstances will have sight of this form. It is important to supply as much supporting evidence as possible. **Appropriate original supporting documentation must be supplied. Supporting documentation is non-returnable.**

Please tick the box below which best describes your special circumstances.

The University requires that these circumstances are confirmed by the professional indicated in each case below. **Appropriate original supporting documentation must be supplied. Supporting documentation is non-returnable.** Please ask your health professional to be as specific as possible in outlining the impact of your circumstances on your ability to meet the demands of your academic programme.

<input type="checkbox"/> Physical illness, injury, accident or hospitalisation	Appropriate original supporting documentation must be supplied by a doctor or other health professional.
<input type="checkbox"/> Family illness (Specify relationship)	Appropriate original supporting documentation must be supplied by a doctor or other health professional.
<input type="checkbox"/> Bereavement (Specify relationship)	Appropriate original supporting documentation must be supplied.
<input type="checkbox"/> Serious personal or emotional circumstances	Appropriate original supporting documentation must be supplied by a doctor or other health professional.
<input type="checkbox"/> Victim of crime	Appropriate original supporting documentation must be supplied by a member of An Garda Síochána, or use the previous option if the crime has resulted in serious personal or emotional circumstances.
<input type="checkbox"/> Other	Appropriate original supporting documentation must be supplied by a competent professional.

D. Supporting Documentation

Supporting Documentation from one or more of the following competent professionals must be included. Please indicate the nature of the supporting documentation:

- Doctor Garda Other health professional (please specify) _____
 UCD Student Support professional/Academic/Other UCD Students' Union Welfare Officer

A student support professional can be one of the following: a designated College Student Support Professional; a student adviser; a member of the Access/New ERA or Disability Support Service staff; an official UCD student counsellor or a UCD Chaplain. For the purposes of this policy the UCD Student Union Education Officer and Welfare Officer are included.

Original supporting documentation must be supplied. Supporting documentation is non-returnable. Supporting documentation should be confined to the facts of the case and the nature of the impact only.

Please confirm that supporting documentation has been supplied below:

SUPPORTING EVIDENCE PROVIDED

YES NO

E. Student Declaration

I confirm that I have read and understood the guidelines and that the information given in this form is true and factually correct. I understand that this information may be disclosed, where necessary, to academic and administrative staff of the university involved in determining my grades.

Print name: _____ Signed: _____ Date: _____

F. Received by the Programme Office

Office _____ Signed: _____

Print name: _____ Date: _____

Check List

Please confirm that the following have been completed prior to submitting form:

- A. Personal Details completed

- B. Informed the Schools and stated the Schools' action taken or suggested

- C. Requested Action (Consideration, WX grades, IX grades) specified
 - Module Codes **AND** Module Titles entered for the **CURRENT SEMESTER ONLY**

- D. Nature of Circumstances described

- E. **Supporting Documentation from a competent professional provided**
 - Original** Supporting Documentation (compulsory)
 - Supporting documentation is non-returnable**

- F. Signed **AND** dated

A copy of the Front Page of the application, signed or stamped by a Programme Office staff member, to be given to the student as a receipt