

UCD School of Earth Sciences

Application for extenuating circumstances

IMPORTANT: please read guidance note before completing this form

Section A (to be completed by student in consultation with module co-ordinator)	
Student name:	Student number:
Module code and title	
Assessments, classes or other learning missed or affected:	Date missed:
Student signature:	Date:
What evidence accompanies this form to support the claim for extenuating circumstances? (Usually a doctor's note or other medical documentation.)	

Section B (to be completed by module coordinator)	
Name of Module Coordinator:	
How will the extenuating circumstances be allowed for in grading the module(s) (Commonly exemption from assessment if it is one of several, granting a time extension to submit work, or an alternative opportunity to sit a mid-semester exam / test.)	
Module Coordinator signature:	Date:

When complete, this form and supporting document(s) should be handed or emailed to Julia Gustafsson as soon as possible (room G15, Science West; julia.gustafsson@ucd.ie) and a copy given to the student