

Extenuating Circumstances Policy

During the course of your programme you might be faced with personal, medical or family problems that are outside your control and are negatively affecting your academic performance. Such problems are known as 'extenuating circumstances'.

If you believe that what is happening to you is affecting your ability to study, prepare or participate, then it is your responsibility to let your tutor know what is happening to you.

In the first instance you should talk to your Personal Tutor or Student Welfare Officer.

Please submit your case for Extenuating Circumstances in writing with supporting evidence to enable your tutor to decide what action can be taken if your circumstances have affected your performance or your ability to complete your assessment.

Extensions for Coursework

Students seeking an extension for written assignments/coursework should, as far as possible, submit a request in writing before the deadline for coursework submission to the course tutor. If this is not possible, it is matter of priority that you submit in writing as quickly as you can after the deadline. Without the written evidence it is very difficult for the tutor to make any decision on your behalf.

What are considered to be Extenuating Circumstances?

Claims will be considered where your performance or ability to work has been impaired circumstances that are beyond your control; such as accidents, severe illness, death or severe illness of close relative or partner, mental health problems, a physical attack, or other events of comparable effect.

Not Extenuating Circumstances

The following would not normally be considered as valid extenuating circumstances:

- Computer or printer failure
- Bunching of deadlines
- Job interview
- Falling behind due to paid employment
- Minor illness such as coughs and colds
- Illness after a deadline has passed
- Attendance at weddings and other 'rites of passage' ceremonies
- Religious festivals (unless they cover a significant portion of the assessment period or fall on the day of an examination, in which case the student is expected to give reasonable advance warning)
- General feeling of anxiousness/depressions unless backed up by medical evidence
- Holidays
- House moves
- Ignorance of rules and regulations



Written submission after the specified deadlines will only be considered if insurmountable circumstances prevented you from submitting your request on time (for example, hospitalisation, incarceration, or equivalent incapacity). You will have to provide a statement explaining in full the reasons for late submission, and provide supporting evidence where appropriate.

The arrangement for the late submission of coursework for the academic year is as follows:

All coursework must be submitted by 5pm of the deadline date. Work submitted within 24 hours of the deadline will no longer be considered on time and will therefore be considered a late submission and the grade will be capped at the minimum pass grade.

All late coursework must be submitted within 2 weeks of the deadline originally set. Any coursework submitted after 2 weeks will not be accepted and will be marked as Fail.

Coursework submitted late will be capped at the minimum Pass grade.

Assignments submitted late should be handed in to your tutor during the session days or at reception/admin during non-session days

If you choose to post your assignment you should do so by recorded or special delivery. You should always keep a copy of your work regardless of how you submit it.