# APPENDIX 1. Mitigating Circumstances Form

**CEU Department of Environmental Sciences and Policy**

**MITIGATING CIRCUMSTANCES FORM**

**Grounds for mitigation are ‘*unforeseeable and unpreventable circumstances that could have a significant adverse effect on your academic performance’*. Please see overleaf for examples of possible mitigating circumstances as well as circumstances which will not be considered as grounds for mitigation.**

The information recorded on this form will be made available to the Head of Department and Mitigating Circumstances Review Committee.

|  |  |
| --- | --- |
| **NAME & STUDENT ID:** |  |
| **PROGRAM:** |  |
| **YEAR OF PROGRAM:** |  |

**MITIGATING CIRCUMSTANCES** Please describe the nature of the circumstances or events that you believe have affected or are affecting your performance or ability to submit coursework by the due deadline. Documentary evidence to support your case must be attached to this form (eg medical note, letter from Counselling Service, letter from welfare officer, police report, etc.). All submitted evidence will be kept confidential and will be disclosed only to members of the Committee. Students are advised to ensure the evidence includes adequate detail for the Committee to judge the validity of the case, but without disclosing matters they consider private, even with the point on confidentiality in mind.

|  |  |  |
| --- | --- | --- |
| **DATES AFFECTED** | **From:** | **To:** |

**A. ASSESSED COURSEWORK AFFECTED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Code:** | **Course Unit Title:** | **Assessment deadline:** | **Date work handed in:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Have you submitted the coursework affected? YES / NO**

**B. EXAMINATIONS OR OTHER ASSESSMENTS AFFECTED**

|  |  |  |
| --- | --- | --- |
| **Course Code:** | **Course Unit Title:** | **Date of Exam:** |
|  |  |  |
|  |  |  |
|  |  |  |

**Have you taken the examinations or other assessments: YES / NO**

**NATURE OF SUPPORTING DOCUMENTATION.**

**It is essential that this documentation is attached. Please tick the relevant box.**

Letter from medical practitioner ¨ Letter from Counselling Service¨ Police / Incident Report¨

Other (please specify)………………………………………………………

**I confirm hereby that all information given or referred to above is true and that I believe there has been a significant adverse effect on my performance as a result of the circumstances / and or events described.**

Signature: -------------------------------------------------- Date ----------------------

**PLEASE SUBMIT THE COMPLETED FORM, TOGETHER WITH SUPPORTING DOCUMENTATION, TO ATTILA HROMADA (hromadaa@ceu.edu)**

**GROUNDS FOR MITIGATION**

**Possible examples of mitigating circumstances include:**

* Significant illness or injury
* The death or critical illness of a close family member
* Family crises or major financial problems leading to acute stress
* Absence for jury service or maternity, paternity or adoption leave

**Circumstances which will NOT normally be regarded as grounds for mitigation include:**

* Holidays and events which were planned or could reasonably have been expected
* Assessments which are scheduled closely together
* Misreading the timetable or misunderstanding the requirements for assessments
* Inadequate planning and time management
* Failure, loss or theft of a computer or printer that prevents submission of work on time: students should back up work regularly and not leave completion so late that they cannot find another computer or printer
* Consequences of paid employment
* Exam stress or panic attacks not diagnosed as illness.

**Note:**

While pregnancy is not in itself grounds for mitigation, events may arise during a pregnancy which might constitute mitigating circumstances and will need to be judged on an individual basis.

**LATE SUBMISSION**

Please note that if you are unable to meet a deadline due to mitigating circumstances, you must submit your work as soon as you possibly can after the deadline. You should *not* wait for your case to be considered by the Departmental Head and Mitigating Circumstances Committee, or until after the decision concerning approval of mitigating circumstances has been communicated, to submit your work.

Absence from the University during the semester for any period of 5 working days or less will not normally be regarded as grounds for mitigation unless the absence occurred for good cause within a two-week period immediately preceding a formal University examination or the deadline for submitting a piece of assessed course work or delivering an assessed presentation.