

**Extenuating Circumstances Policy and  
Procedure (Applications for  
Extensions of Deadlines or  
Concessions)  
(Applicable to all students on degrees  
validated by the University of Kent)**

## 1 Introduction

1.1 Sometimes, a student on a degree programme may experience illness or other problems which prevent them from submitting an assessment on time or attending an examination, or, if they do submit or attend, prevent them from demonstrating their true ability and attainment. This document applies to students who find themselves in this position. We use the expression “extenuating circumstances” for this type of situation and further definitions are given below in Sections 2.1-2.3 below.

1.2 This document outlines the principles which apply in these circumstances and the procedure which students need to follow. It also sets out some of the likely outcomes of an application based on extenuating circumstances. This document must be read in conjunction with the Regulations of the University of Kent, the validating body for Pearson College degree programmes; in particular, Annex 9 of the Credit Framework for Taught Programmes and its Appendices<sup>1</sup>. Any student who may wish to apply for a concession should also read the University of Kent “Guidance on the Management of Concessions”<sup>2</sup>.

This policy is based on a number of key principles, including:

- **Fairness** both to the student with extenuating circumstances and the student body as a whole.
- **Consistency**: while every extenuating circumstance is different, we strive to ensure, where possible, that there is consistency of outcomes.
- **Proportionality**: we endeavour to ensure that the outcome is proportionate to the circumstances experienced by the student and does not go further and give them an unfair advantage.
- **Maintenance of academic standards**: students should not be given academic credit if there is insufficient evidence that they have achieved the requisite learning outcomes.
- **Confidentiality**: applications based on extenuating circumstances are heard by a small panel, so that confidentiality is maintained as far as possible.

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<sup>1</sup> Annex 9 of the Credit Framework for Taught Programmes: <https://www.kent.ac.uk/teaching/documents/quality-assurance/credit-framework/cfannex9.pdf>;

Appendix 1 to Annex 9: [https://www.kent.ac.uk/teaching/documents/quality-assurance/credit-framework/CF%20Annex%209%202019-20 Appendix%201 Conventions.pdf](https://www.kent.ac.uk/teaching/documents/quality-assurance/credit-framework/CF%20Annex%209%202019-20%20Appendix%201%20Conventions.pdf);

Appendix 2 to Annex 9: <https://www.kent.ac.uk/teaching/documents/quality-assurance/credit-framework/CF%20Annex%209%202019-20 Appendix%202 Extensions.pdf>

<sup>2</sup> Available at:

<https://www.kent.ac.uk/teaching/qa/guidance/guidance-concessions-ug-students.html>

## 2 What are extenuating circumstances?

2.1 Extenuating circumstances are illnesses or other personal problems which may cause exceptional interference with academic performance<sup>3</sup>. It is important to note the word “exceptional”. This policy is not intended to apply to minor illnesses or the normal everyday problems which we all encounter and deal with all the time. Extenuating circumstances must also be something which is outside of the student’s control. See the Appendix for some examples on what can, and cannot, be considered extenuating circumstances.

2.2 If a student is aware in advance that they will not be able to submit a piece of coursework by the given deadline because of extenuating circumstances, then they should apply for an **extension of time** (see paragraphs 3.3 - 3.19 below).

2.3 If the assessment date has passed and *either* the student did not attend or submit *or* the student attended or submitted but believes that their performance was impaired by their extenuating circumstances, then they should apply for a **concession** (see paragraphs 3.24 - 3.27 below). Please note that students on the MLaw or LLB programmes cannot apply for concessions relating to examinations which they attended (see Section 6 below).

2.4 It is not possible to apply for an extension of time relating to a timed, written examination. Any student who knows in advance that they will be unable to attend an examination should apply for a **concession**. Extensions are also not normally granted for other timed assessments, such as presentations or in-class tests, although in exceptional circumstances this may be possible. If a student knows in advance that they will be unable to attend such a timed assessment (other than a timed, written examination), then they should consult Student Services for advice at the earliest possible opportunity. Student Services will tell the student whether or not an extension is possible. If it is, the student will need to submit an application for an extension promptly. Otherwise, the student should submit an application for a concession instead.

2.5 Whether applying for an extension or a concession, a student will need to establish that their illness or other circumstance is **exceptional** and had (or would have had) an impact on their academic performance or their ability to submit work by the deadline. The student must also produce independent evidence to support their application. **Without evidence, the application will be rejected.**

2.6 The supporting evidence must be from an independent source, must cover the time period in question and must be valid and reliable. The precise nature of the evidence will vary according to the reason for the application. For example, a copy of a death certificate or order of service would be required for bereavement. Or, where personal illness or accident is the reason for the application, the evidence must be in the form of a medical certificate or police report. See Section 4 below for more information on the type of evidence required. Further advice on extensions, concessions and permissible evidence is available from Student Services.

2.7 For some short-term absences, students may provide a statement, providing self-certification for extenuating circumstances without additional external evidence. This is only permissible for coursework submissions and not for scheduled or in-class examinations. See section 3.4 below for further information on self-certification.

## 3 Application process and deadlines

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<sup>3</sup> University of Kent “Guidance on Management of Concessions” Paragraph 3.1

3.1 Before making an application based on extenuating circumstances, the student may wish to discuss the matter with their personal tutor or with a member of the Student Services team. However, the student should not delay making the application or obtaining the necessary evidence – the deadlines set out below will be strictly observed.

3.2 The forms required for an extenuating circumstances application can be found in the “Current students” section of the College website under “Forms and documents” (<https://www.pearsoncollegelondon.ac.uk/for-students/current-students/registry-forms-and-documents.html>). The correct form to use will depend on whether an **extension** or **concession** is being requested; Student Services can provide advice about this if necessary. The form should be returned by email to Student Services on [studentservices@pearsoncollege.com](mailto:studentservices@pearsoncollege.com), together with the appropriate evidence. Applications should not be sent to any other email address, such as that of the student’s personal tutor, programme leader, Dean or anyone else. Any applications sent to the wrong email address will not be considered.

### Self-certification

3.3 Where a student has been absent from their course for a short period of time due to illness or other relevant extenuating circumstances (e.g. bereavement), they are permitted to ‘self-certify’, instead of providing independent evidence. This dispensation is intended for cases where it is not possible to obtain suitable evidence; for example, if a student has a highly contagious illness, it may not be appropriate to attend a doctor’s appointment to obtain a medical certificate.

3.4 As described in the Attendance and Engagement Policy<sup>4</sup>, in order to use self-certification, the student must submit an Absence Form to Student Services as early as possible, preferably in advance, and no later than the **first day** when they are absent. Absence Forms are available on the “Current Students” section of the College website under “Forms and documents” (<https://www.pearsoncollegelondon.ac.uk/for-students/current-students/registry-forms-and-documents.html>).

3.5 A self-certified period of absence may last no longer than **seven working days in total**. Absences lasting longer than seven working days must be justified by independent evidence of the relevant circumstances (for evidence requirements please see Section 4).

3.6 If a self-certified period of absence coincides with a coursework submission deadline, the student may request and be granted an extension, without needing to submit any further evidence. This extension will apply to any coursework deadlines which fall within the self-certified absence period of seven working days maximum.

3.7 Any student who requires an extension on the basis of self-certified absence must request this extension using the appropriate form, as described in paragraph 3.2 above, **in addition to** submitting an Absence Form. Further details on applying for an extension are given in paragraphs 3.18 - 3.19 below. Deadline extensions and authorisation of absence are different procedures, and the College will not proactively check whether a student who is absent also requires a deadline extension.

3.8 As set out in 3.18 below, the request to extend a coursework deadline must be submitted at least 48 hours in advance of the deadline.

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<sup>4</sup> Available under “Policies and Regulations” in the “Current students” section of the College website: <https://www.pearsoncollegelondon.ac.uk/for-students/current-students/policies-and-regulations.html>

3.9 The decision to allow a deadline extension will take precedence over the decision to authorise a student's absence. So long as a student reports their absence on the first day, it will be open to the student to make a valid extension request for any coursework deadlines that fall within the self-certified absence period.

3.10 Self-certification is only permitted for extensions of coursework deadlines, and is not permitted for examinations, in-course tests or presentations. If extenuating circumstances affect an examination, in-course test or presentation, the student must submit evidence, as provided in 3.18 – 3.19 and Section 4 below, in order for these circumstances to be considered. As outlined in 2.4 above, students should normally apply for a concession rather than an extension for in-course tests or presentations, and in all cases for timed, written examinations.

3.11 Under self-certification, the coursework deadline extension will be of equal length in working days to the self-certified absence period. However, for an assessment to be marked in the current assessment period, students may be advised of a shorter extension deadline in order to allow for appropriate marking and moderation processes ahead of a scheduled Examination Board. The maximum extension deadline would, normally, be midday on the Monday (or Tuesday, if the Monday falls on a bank holiday) of the second week of the end-of-term assessment period. There may be particular extension provisions for students with additional learning needs (ALN). Students with relevant Learning Support Agreements may be granted a maximum extension deadline to the last Friday of the end-of-term assessment period.

3.12 If a self-certified absence extends beyond the maximum extension deadline of an assessment period, a student's self-certified absence will still be honoured but their work will be marked, without a penalty, in the subsequent assessment period. Students will not need to make additional concessions applications, but they must note that there may be a significant delay in their receipt of assessment results for the assignments covered by their self-certification application. Students should seek advice from Student Services on the consequences of this, as this delay may have progression implications or delay graduation for final-year students. Students should, additionally, note that the University of Kent regulations on progression permit only 30 credits to be trailed into the next stage of a programme. (See Section 7 of the University of Kent Credit Framework for Taught Programmes<sup>5</sup>).

3.13 Coursework extensions will be granted on the basis of self-certification for a maximum of two absence periods per academic year. Any further applications for deadline extensions must be supported by objective, authoritative and contemporaneous evidence, as described in paragraphs 3.18 – 3.19 and provided in Section 4. This does not affect the overall number of times a student may self-certify their absence, although frequent absences may prompt intervention (see 3.16 below and the Attendance and Engagement Policy).

3.14 Where, following the conclusion of a period of self-certificated absence, a student returns to their studies on a date which falls prior to one or more assessment deadlines, the Deputy Dean of School, or their nominee, may exercise their discretion and permit an extension for these assessments where they accept that it is reasonable to assume that the period of self-certified absence has impacted negatively on the student's ability to prepare for and complete the assessments in question by the original deadline. In such cases, no further evidence will be required other than the self-certification statements already provided by the student. In exercising their discretion, the Deputy Dean of School, or nominee, will take into account the student's number of certified absences to date. Where an extension is granted under these circumstances, it will count

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<sup>5</sup> Available at:

<https://www.pearsoncollegelondon.ac.uk/content/dam/region-core/uk/pearson-college/Documents%20and%20Forms/Policy%20Documents/University-of-Kent-Credit-Framework.pdf>

towards the maximum number of two occasions in any academic year that a student might self-certify for periods of absence that coincide with coursework assessment deadlines. In issuing a revised assessment deadline, the Deputy Dean of School, or nominee, will also have due regard to the maximum extension deadline permissible within the current assessment period (see paragraphs 3.11 and 3.12 above). If the new extension period extends beyond the maximum deadline, the students will receive a no-penalty attempt at the next available assessment opportunity, as provided in paragraphs 3.11 and 3.12 above.

3.15 Where in self-certification a student discloses a disability or ongoing personal/health circumstances, any application for the extenuation of mitigating circumstances should be considered and, in addition, the student will be signposted to Student Services to ensure appropriate ongoing support, including a Learning Support Agreement, if applicable.

3.16 As described in the Attendance and Engagement Policy, Student Services will maintain records of self-certified absences and extensions. Students making repeated self-certification applications may be invited for a discussion with Student Services or the Deputy Dean of their School to ensure that any exceptional circumstances and/ or additional learning needs are identified and that students are appropriately supported academically and pastorally. If there are serious concerns about the academic engagement of students, the Fitness to Study Procedure may be invoked.

3.17 To maintain the integrity of assessments and to ensure fairness to the student body as a whole, dishonest or fraudulent self-certification may lead to disciplinary action under the Student Disciplinary Code.

## Extensions

### Procedure for Applying for an Extension

3.18 An application for an extension must set out:

- a) The extenuating circumstances justifying an extension
- b) A description of the impact which the extenuating circumstances have had (or will have) on the student and their academic performance
- c) The new deadline requested
- d) The modules and assessments which are affected.
- e) A list of the evidence attached, *or*, for applications that fall within the period of self-certified absence, a self-certification statement with an explanation of the circumstances
- f) The student's agreement that the information can be shared with the appropriate Pearson College staff, so that the application can be properly considered.

3.19 All extension requests must be:

- a) Made **at least 48 hours** in advance of the deadline for submission of the assessment in question;
- b) made on the appropriate form, which is available on the College website;
- c) supported by appropriate evidence or self-certification statements, as appropriate; and
- d) submitted to Student Services.

Where supporting evidence is not supplied with the application, and the provision for self-certification does not apply, then the application for an extension will be rejected. A student may still be able to apply for a concession if, for example, it is not possible to get evidence in time (see paragraph 3.24 onwards below). Advice on concessions and permissible evidence is available from Student Services.

### **Procedure for consideration of Extension applications**

3.20 The application for an extension will be considered in the first instance by Student Services. If the request falls within the clear criteria for allowing an extension and there is appropriate evidence to support the application, then Student Services may approve the application.

3.21 If Student Services are minded to refuse the application, they will refer it to the Deputy Dean of the student's School, who will make the decision as to whether the application is accepted or rejected.

3.22 Students will receive a decision within one working day.

3.23 If a student's application for an extension is rejected, then the original deadline will still apply. As far as possible, a student awaiting a decision on an extension application should continue to work towards the original deadline.

### **Concessions**

#### **Procedure for Applying for a Concession**

3.24 Concession applications must set out:

- a) The extenuating circumstances justifying a concession
- b) A description of the impact which the extenuating circumstances have had on the student and their academic performance
- c) The modules and assessments which are affected
- d) A list of the evidence attached
- e) The student's agreement that the information can be shared with the appropriate Pearson College staff, so that the application can be properly considered.

3.25 The deadline for submitting an application for a **concession** is 5 working days after the assessment date. The assessment date is the submission deadline for coursework or the examination date for a timed examination. Please note that this deadline relates to the **assessment date**: students cannot wait to receive their results before applying for concessions.

3.26 If it is not possible to obtain suitable evidence within 5 working days after the assessment date, the application for a concession should be submitted without the evidence by this deadline; in such cases, the application should include an explanation for why the student has not yet obtained the evidence, together with an indication of when the student expects to be able to forward the evidence to Student Services. Provided there is a good reason, this will be acceptable. Student Services will acknowledge the application and inform the student of the date when the Concessions Board will meet. Evidence must be received by Student Services at least 48 hours before the Concessions Board meeting, otherwise your application will be rejected.

3.27 We recognise that, occasionally, it is not possible for an application for a concession to be made within the 5 day deadline: for example, if the student has been ill in hospital and unable to complete the form. If this applies, then the student should complete the application when they are able to do so, and should include in the form their reasons for missing the deadline. Please note that this provision is intended to apply only to students who *cannot* apply before the deadline. If the application is received after the meeting of the Concessions Board, then the student will be advised to submit an appeal (see Section 7 below).

#### **Concessions Board**

3.28 Applications for concessions are considered by a Concessions Board, which is a small sub-committee of the Board of Examiners. The details of each application will only be discussed by this

small group, rather than the whole Board of Examiners. The applications are normally discussed by student number, so that they are anonymous, to further promote confidentiality. Occasionally it may be necessary for student names to be revealed at a Concessions Board meeting, in order for an application to be properly considered, but this is kept to a minimum. All personal data relating to extenuating circumstances will be stored securely and in line with Data Protection regulations.

3.29 The Concessions Board considers:

- whether the circumstances outlined in an application amount to “extenuating circumstances” and therefore warrant a concession
- if so, what was the impact of those circumstances on the student’s academic performance (“the Impact Grade”). The impact is graded in order of severity from zero to four, with zero being “no impact”. This Impact Grade will affect the outcomes available to the Concessions Board
- what outcome to recommend to the Board of Examiners.

3.30 There is a range of potential outcomes for any Concession application which will depend upon a complex interplay of different factors including:

- the Impact Grade;
- the student’s marks on the assessment in question;
- the student’s marks on the module in question;
- the student’s marks on other assessments and modules;
- the weighting of the assessment in question;
- whether the outcome would compromise the achievement of learning outcomes for the module and the maintenance of academic standards;
- specific rules relating to particular modules.

3.31 The most common outcomes are:

- **Re-attempt the assessment without penalty (sometimes known as “deferral”):** This allows the student to re-sit an examination or re-submit coursework as if it were a first sitting, i.e. without having their marks capped at the pass mark. If an application relates to a second sitting which would have been capped in any event, the re-sit mark will still be capped, but the student will be allowed an additional attempt.
- **Lift any late penalties:** This may apply where a student submitted some coursework late without having applied successfully for an extension.
- **Disregard:** In certain circumstances, the Concessions Board can recommend that the result for a module should be calculated without reference to a unit of assessment that the student was unable to complete. For example, a student may have completed the coursework, but not the presentation, in which case the student’s mark for the module might be based purely on the coursework. Disregard will only be used where the affected assessment accounts for up to a maximum of 20% of the module marks and only where there is sufficient evidence that the student has met the learning outcomes for the module in the remaining unit/s of assessment.
- **Condonement:** If a student fails a module owing to extenuating circumstances, the Board can agree to award them the credit for that module, provided it is clear that the student has met the Programme Learning Outcomes. Condonement is not available for all modules and cannot be awarded for more than 25% of a Stage (or Level). Condonement is only available where the impact of extenuating circumstances is high.

3.32 The above is just a summary. For a full explanation of the decision-making and all potential outcomes at Concessions Board, see the Guidance on the Management of Concessions<sup>6</sup>.

3.33 After the Concessions Board meeting, the student will be told by email whether or not their extenuating circumstances were accepted. However, this email will not include the full details of the outcome of the application, i.e., which of the outcomes listed in paragraphs 3.31 above was recommended. The Concessions Board recommends an outcome which then goes to the Board of Examiners for final decision. Therefore, the student will receive the full outcome on receipt of their results after the meeting of the Board of Examiners.

### Comparison between Extensions and Concessions

Extensions	Concessions
Apply <b>before</b> the assessment date	Apply <b>either before or after</b> the assessment date
<b>Deadline:</b> 48 hours before the assessment date	<b>Deadline:</b> 5 days after the assessment date
<b>Decision:</b> within one working day	<b>Decision:</b> in principle decision (accept/reject) after Concessions Board. Full outcome decision with results after Board of Examiners meeting.
Most appropriate to <b>coursework</b> , when the student knows in advance that, owing to extenuating circumstances, they will be unable to submit on time	Appropriate for <b>all assessments</b> .
Not permitted for timed, written <b>examinations</b>	Appropriate for timed, written <b>examinations</b>
Not usually applicable to <b>presentations</b> , in-class assessments and other timed examinations (except in exceptional circumstances)	Applicable to <b>presentations</b> , in-class assessments and other timed examinations
One potential <b>outcome:</b> extension of time of up to the maximum extension deadline, normally the Monday of the second week of the end-of-term assessment period (occasionally longer in exceptional circumstances)	Several potential <b>outcomes</b> , depending on exact circumstances.

## 4 Evidence

4.5 Applications which are unsupported by evidence (or, in certain circumstances described in paragraphs 3.3 – 3.17 above, a self-certification statement) will be rejected. Students will normally be expected to scan their evidence and email it with their application, but the College reserves the right to request hard copy, original evidence, so original evidence should be retained in case it is requested. It is the responsibility of the student to provide evidence. The College will not apply for evidence to third parties on the student's behalf.

4.6 The supporting evidence must corroborate the extenuating circumstances claim. Evidence must be from an independent source, must cover the time period in question and must be valid and reliable. It must be in English or, if not in English, must be supported by an official translation.

4.7 Falsifying evidence or knowingly including false information in an application based on extenuating circumstances is a disciplinary matter and will be dealt with accordingly under the

<sup>6</sup> Available at:

<https://www.kent.ac.uk/teaching/qa/guidance/guidance-concessions-ug-students.html>



Student Disciplinary Code. All College staff and students have a duty to uphold the integrity of academic standards and must report to the Deputy Vice-Principal (Academic Affairs) any intelligence relating to a student falsely declaring extenuating circumstances.

4.8 Extenuating circumstances are, inherently, exceptional. We cannot list every possible circumstance that might arise, or provide a comprehensive list of every type of acceptable evidence. However, the table below gives examples of the types of evidence that would be acceptable for certain commonly-occurring types of extenuating circumstances. Students are encouraged to consult Student Services if unsure about the type of evidence that they should provide.

Type of Extenuating Circumstance	Evidence in Support
Medical conditions (the student's own)	A note from a suitably qualified medical practitioner (normally a GP or hospital specialist, who is registered with the General Medical Council in the UK or the equivalent in the student's home country), who has seen the student during the relevant period and can therefore attest to the student's condition at that time and its impact on the student's studies/assessments. This person should not be a close friend or relative.
For medical conditions affecting a dependant or close relative	As above, but the evidence will relate to the student's dependant or relative. In addition, there should be an explanation of the impact of the relative's illness on the student's studies/assessments, and the College may request evidence of this.
Divorce or breakdown of a long-term relationship	Evidence of divorce proceedings or a lawyer's letter.
Bereavement	Normally, a death certificate, an order of service for a funeral or similar proof. Unless the deceased is a close relative (e.g. parent, partner or sibling), the application should also explain why the bereavement has had a significant impact on the student. The College may request additional evidence, such as a written statement from a family, friend or personal tutor, explaining the impact of the bereavement.

## 5 Disabilities and medical conditions: adjustments to assessments

5.1 The procedures relating to extenuating circumstances are not intended to cover disabilities or long-term medical conditions. A student who has a disability or long-term condition should apply for suitable learning support, which may include reasonable adjustments to assessments. This support will be set out in a Learning Support Agreement, and there should therefore be no requirement for additional extensions or concessions based purely on requirements arising from the student's disability or long-term condition. However, this does not prevent such students from applying for extenuating circumstances which are not covered by their Learning Support Agreement. Furthermore, students with a disability or long-term condition may apply for extenuating circumstances for a sudden or acute exacerbation of their condition. If a student has a fluctuating

condition, their Learning Support Agreement may include a provision to make such applications without needing to provide fresh medical evidence.

5.2 If a student has a short-term medical condition which makes it harder to complete an assessment, it may be possible for us make adjustments to the assessment. For example, a student with a broken arm may be unable to hand write an examination, but may be able to use a computer, especially if given extra time for rest breaks. This will usually be preferable to applying for a concession, which could result in the examination being deferred to the next assessment period. Student Services can advise students on their options in such circumstances.

## 6 Fit to sit policy (law students)

6.1 The Solicitors Regulation Authority has a specific requirement relating to concessions for modules which count towards the exemption for the Legal Practice Course (“LPC modules”). Students on the MLaw or LLB programmes will be asked, prior to each examination for an LPC module, to sign a form confirming that they are “fit to sit” the examination and have no extenuating circumstances upon which they might later rely in an application for a concession.

6.2 As a result of the SRA fit to sit rule, concessions are not available for examinations for LPC modules, except in exceptional circumstances: for example, if a student becomes ill during the examination itself. In such cases, the student must give a full explanation in their application.

## 7 Appeals

7.1 If the College refuses to extend a deadline, the student can appeal to the Vice Principal (Academic Quality and Enhancement) or their nominee. The appeal must be submitted to Student Services on the appropriate form within 5 days of the refusal to extend.

7.2 The rules and procedure for appealing decisions of the Board of Examiners can be found in the University of Kent Regulations<sup>7</sup>. The deadline for submission of an appeal is 21 days after release of the results. Students who wish to appeal should read the procedural guidance available on the Pearson College website<sup>8</sup> alongside the University of Kent Regulations<sup>8</sup>, and are advised to contact Student Services for additional guidance at an early stage, well before expiry of the deadline.

## 8 Allied Policies

This Policy is aligned to the following Pearson College Policies:

- a) Attendance and Engagement Policy
- b) Assessment Procedure
- c) Fitness to Study Policy
- d) Student Disciplinary Code
- e) Additional Learning Needs

## Appendix: Examples of extenuating circumstances

We cannot list all possible problems that students might encounter, but we have gathered below some examples of what might and might not be found to be extenuating circumstances.

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<sup>7</sup> Available at:

<https://www.kent.ac.uk/teaching/documents/quality-assurance/credit-framework/creditinfoannex13.pdf>

<sup>8</sup> Available at: [https://www.pearsoncollegelondon.ac.uk/content/dam/region-core/uk/pearson-college/Documents%20and%20Forms/Policy%20Documents/Academic Appeals Procedure University of Kent.pdf](https://www.pearsoncollegelondon.ac.uk/content/dam/region-core/uk/pearson-college/Documents%20and%20Forms/Policy%20Documents/Academic%20Appeals%20Procedure%20University%20of%20Kent.pdf)

	<b>Acceptable circumstances</b>
✓	Significant illness or injury which impairs academic performance.
✓	Anxiety, depression or other diagnosed mental illness
✓	Recent breakdown of a long-term relationship
✓	Death of a partner or close relative
✓	Sudden, severe and disruptive financial problems, with evidence of impact on academic performance

	<b>Non-acceptable circumstances</b>
✗	Minor illness, such as coughs and colds.
✗	Typical examination nerves
✗	A row with a partner
✗	Death of a non-relative or distant relative, unless there is evidence of a close relationship or a significant impact on the student
✗	Financial problems, unless severe and sudden

Person responsible	Vice-Principal (Academic Quality and Enhancement)
Approval date	10 June 2020
Version Number	4
Approved by	REC
Date of next formal review	June 2021
Status (Current or Post DAP)	Current