

EXTENUATING CIRCUMSTANCES REQUEST FORM
DUBLIN INSTITUTE OF DESIGN



Please submit this form one week before the due date for submission of work to registrar@dublindesign.ie. Extenuating circumstances cannot be granted retrospectively.

PART A – PERSONAL INFORMATION

Name

Email Address

Course of Study

Day/Evening

Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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PART B – LEARNER MESSAGE

Extenuating circumstances are any circumstances which are *unforeseen* and *outside your control* which affect your ability to submit at the first attempt. This might include bereavement, severe illness or an unexpected personal issue.

I wish to defer submission for the following:

Project: _____

Unit/Module Code (indicated on assignment brief): _____

Deadline: _____

Please describe the circumstances below. Please be specific as to the impact of these circumstances on your academic performance. Your confidentiality is assured. Appropriate original supporting evidence must be supplied. By signing the below declaration, you agree to incur all applicable resubmission fees in the instance that extenuating circumstances is not granted.

Name: _____	Signature: _____	Date: _____

PART C – REGISTRAR’S OFFICE USE ONLY

RECEIVED BY: _____

Extenuating Circumstances: Granted

 Denied

Reason (if denied) _____

Next available submission opportunity: _____

Signature: _____

Date: _____
