

How do I apply for mitigating circumstances?

Last Modified on 27/07/2017 2:02 pm BST

If you think you need Mitigating Circumstances applied to an assessment you're working on or have already submitted then you should get in touch with your School as soon as possible.

You'll usually need to complete a form. The Student Support Office in your School should be able to give you a copy. If you can't find the form just send an email to your School explaining your difficulties.

You'll need to provide evidence of the illness or problems you've had, for example a doctor's or counsellor's letter, or a supporting statement from a parent or friend confirming your circumstances.

If you write to your school, you'll need to:

- Explain that you would like your circumstances to be considered by the School and Faculty Special Cases Committees if needed.
- Explain your situation.
- Explain in detail exactly how it affected or is affecting your work.
- Explain which assignments or modules were affected, and how.
- Explain if you have already told anybody in your School. If the problems have been going on for a long time, explain why you did not mention them sooner.
- Include any evidence to support your case.

Make sure you keep a copy of anything you have written to your school.

LUU Advice can help you to put this together.

Contact Details

advice@luu.leeds.ac.uk

0113 3801 290
