Academic Appeals

Academic Registry

SIC Building

Edge Hill University

St Helens Road

Ormskirk

Lancashire

L39 4QP

**Name Student I.D. No.**

**Academic Appeal Date**

To the secretary of the academic appeals panel,

I wish to submit an academic appeal as I believe that Exceptional Mitigating Circumstances, (details of which were, **for good reason,** not previously available to the EMC panel) affected my studies at the time of the assessment / exam.

The following, unforeseen circumstances greatly affected my performance in Module ##########;-

 (give details her of the illness or other mitigating factors that contributed to you failing or performing below your normal standards and refer to the supporting evidence you have ..eg Doctors letter, Proof of divorce or separation, etc)

An example could be something like; “*in the week of the exam my long term partner left me and our child. This affected me to the point that I could not eat, sleep, and concentrate to study. I visited my GP at the time and was diagnosed with stress / Depression. With hindsight I should have either submitted an EMC or suspended my studies, however my judgement and decision making abilities were affected by the depression / stress. I consequently sat the exam and performed way below my normal standards and was awarded a fail …OR I missed the exam altogether. Had It not been for these unforeseen circumstance I believe I would have been able to perform to a much higher standard OR I would not have missed the exam*”

I was unable to submit an EMC at the time of the exam/\* assignment as ;-

You need to state here why you were unable to submit an EMC at the appropriate time, **ignorance of the procedure would not normally be accepted as good reason.**  An example could be, “*as stated I was suffering from stress and anxiety at the time and this affected me to the point that my judgment was impaired and I was not in a fit mental state to make the correct decisions and follow regulations*”

I hope that you will consider the above mitigation and accept that it was unforeseen and greatly affected my work at that time and allow me a further opportunity to submit my work / \* take my exam now that I am in a position to perform to the best of my abilities

Thank you for your time and consideration in this matter

Regards

NAME