



BISHOP GROSSETESTE UNIVERSITY
Graduation Extenuating
Circumstances

Document Title:	Graduation Extenuating Circumstances Policy
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Author / developer:	Events and Alumni Manager
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Introduction

1. The Graduation Extenuating Circumstances Policy has been developed as part of the University's commitment to provide a response to students who make a request to defer their graduation or move their graduation to a different ceremony other than that of the official date of their conferment. This would normally only happen when circumstances are beyond their control.
2. This policy applies equally to all enrolled students of the University wherever and however their programmes of study are delivered.

Section 1

3. The University expects students who choose to attend graduation to attend on the official day of their allocated conferment ceremony. The actual day on which your course will graduate cannot be confirmed until registration goes live at Easter each year. However, you can contact the Graduation Office on 01522 585635 or by email to events@bishopg.ac.uk earlier in the year to enquire if the dates are available sooner.
4. The dates for graduation are published a year in advance on the University website and always take place in the month of July.
5. There will be occasional circumstances where ill health or other legitimate reasons prevent students attending their Graduation.

Appendix A

Conditions accepted as Extenuating Circumstances.

- 1) Acceptable reasons for extenuating circumstances to be granted (evidence required) are outlined below:
 - Illness notified to the University.
 - Illness or death of a close family member, for example spouse, parent, grandparent, guardian, sibling, son or daughter
 - Serious personal difficulties (letter by someone who has direct knowledge of the problem, for example a counsellor)
 - An unexpected event that is out of your control
 - Jury Service (evidence of Jury Service to be supplied) if the applicant is unable to defer service to a later date



2) Process for Requesting Extenuating Circumstances to attend Graduation

Evidence should be submitted, with the request to defer or change a Graduation ceremony due to extenuating circumstances, to the Events and Alumni Manager at events@bishopg.ac.uk. An official University panel will meet in the first week of May (before the deadline for booking tickets on the 11 May) to discuss requests.

The outcome will be forwarded to the student following the meeting.