

## Extenuating Circumstances

This is a brief guide on requests to the **University Counselling Service (UCS)** for evidence of extenuating circumstances. The full guidelines on the University's policy on extenuating circumstance for students can be found at:

<http://www.nottingham.ac.uk/academic/services/qualitymanual/assessmentandawards/extenuating-circumstances-policy-and-procedures.aspx>

***Please note that the UCS is not able to provide evidence if you have not been seen by a counsellor during the period leading up to your extenuating circumstances or if you have not discussed your extenuating circumstances with your counsellor.***

The EC evidence which UCS provides is a confidential letter, usually to your senior tutor. Your School or Department will decide whether extenuating circumstances can be accepted. If you have been having ongoing counselling with UCS and need EC evidence, only information that you agree to being disclosed will be included in an EC letter.

UCS is unable to provide EC evidence if your situation does not fall within the University guidelines.

It is important that you request support for your extenuating circumstances well in advance. If you do not, at times of the year when the Service experiences particularly high demand, we may not be able to supply supporting evidence within the Quality Manual timeframe (which is within 7 days of EC form submission).

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The University of  
**Nottingham**

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**A guide to the role of the  
University Counselling Service**