

### Student Good Cause Timeline Diagram

While there are various assessment scenarios where a Good Cause claim might be made, this is an example of a timeline for making a Good Cause claim in relation to a class test held on **24 November**, where owing to illness or other adverse circumstances you either did not sit the test or you believe that the standard of your submitted work was significantly affected. **NOTE:** the dates for the assessment, the release of provisional results, and the publication of final course results will vary. The dates used here are for illustration purposes only.

	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								
NOVEMBER			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
DECEMBER					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
										Good Cause claims are LATE																										
JANUARY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
			Good Cause claims will not be considered								Good Cause claims will not be considered																									
FEBRUARY				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28					
				Intention to appeal							Intention to appeal																									

<b>24 NOVEMBER</b>	Class test date: a Good Cause claim submitted at any time up to <b>five working days</b> from this date will be considered. (a claim may be submitted in advance if you already know that you will not be able to take the assessment, e.g. through illness.)
<b>25 NOVEMBER – 1 DECEMBER</b>	A Good Cause claim submitted in this period is on time and will be considered.
<b>2 DECEMBER – 14 DECEMBER</b>	A Good Cause claim submitted now is <b>LATE</b> and will only be considered where it is accepted that there are compelling grounds for the claim having been submitted late. These grounds must be explained in the Good Cause claim on MyCampus.
<b>15 DECEMBER</b>	Grade released. Usually, your grade will be provisional at this stage (i.e. subject to final ratification by the Exam Board). From now on, <b>no Good Cause claims in relation to this assessment can be considered.</b>
<b>16 DECEMBER – 30 JANUARY</b>	A Good Cause claim will not be considered. At this stage, you may wish to seek advice from the <a href="#">SRC Advice Centre</a> (e.g. about whether you might have grounds for an academic appeal).

<b>31 JANUARY</b>	Final course result published. If you believe you have grounds for an academic appeal, you should submit an intention to appeal to the College Appeals Committee within 10 working days. <sup>1</sup>
<b>1 FEBRUARY – 14 FEBRUARY</b>	Intention to appeal may be submitted.

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<sup>1</sup> Once your ratified course result has been published, you may make an academic appeal to:

- Challenge the outcome of a Good Cause claim on the basis that it was not properly considered.
- Present adverse circumstances affecting your assessment that you were not able to raise through a Good Cause claim. These will not be considered unless there are compelling reasons to explain why they were not raised at the correct time in a Good Cause claim. Saying that you didn't realise that your performance had been so badly affected until you knew your result is not an acceptable reason. Nor is the fact that you were reluctant to disclose sensitive personal or medical information.

Further information about Good Cause can be found at [Good Cause – FAQs for Students](#)

Further information about [Academic Appeals](#) can be found on the APG website.