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## How to submit a good cause claim

You must submit a Good Cause Claim if due to adverse circumstances:

- You wish to apply for an extension to a coursework deadline of MORE THAN FIVE WORKING DAYS. (In order to request an extension of five working days or less you should contact your course convener direct. Do NOT use MyCampus for such requests.)
- You are submitting coursework MORE THAN FIVE WORKING DAYS LATE without having obtained an extension. (If you are submitting work five working days or less after the deadline you should contact your course convener direct to request exemption from late penalties. Do NOT use MyCampus in these circumstances.)
- You have missed an examination, class test or other assessment or are unable to submit coursework.
- You believe that you have under-performed in a completed examination/test or submitted assessment and you wish to have this taken into account by the Board of Examiners.

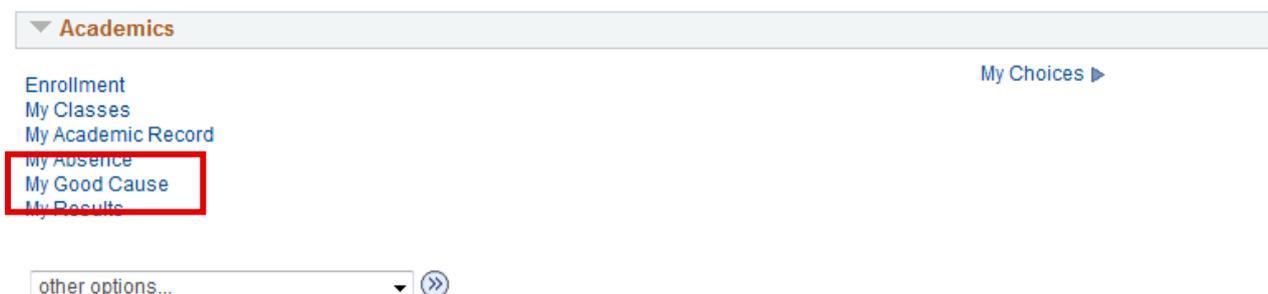
**Your Good Cause Claim must be submitted within five working days of the date of the affected assessment.**

Please see the Good Cause Claim Reporting Guidelines for more information:

[gla.ac.uk/myglasgow/apg/policies/assessment/codeofassessment/goodcausereportingguidance](http://gla.ac.uk/myglasgow/apg/policies/assessment/codeofassessment/goodcausereportingguidance)

**If you have made an error and need to edit your report, contact your Course Administrator who will be able to reopen the report for editing or deleting.**

1. Log in to your 'Student Center' and locate the 'Academics' section. Click on 'My Good Cause'.



2. Carefully read the instructions explaining the Good Cause reporting process. Then, check the tick box required to start the process.

My Good Cause

### Updated Good Cause Record

You must submit a Good Cause Claim if an assessment or examination has been affected by adverse circumstances and you wish to have this taken into account by the Board of Examiners. This includes the following situations:

- You have missed an examination, class test or other assessment or are unable to submit coursework.
- You believe that you have under-performed in a completed examination/test or submitted assessment.
- You wish to apply for an extension to a coursework deadline for **MORE THAN FIVE WORKING DAYS**. (In order to request an extension of five working days or less you should contact your course convener direct. Do NOT use MyCampus for such requests.)
- You are submitting coursework **MORE THAN FIVE WORKING DAYS LATE** without having obtained an extension. (If you are submitting work five working days or less after the deadline you should contact your course convener direct to request exemption from late penalties. Do NOT use MyCampus in these circumstances.)

Your Good Cause Claim must be submitted **within five working days** of the date of the affected assessment.

For more information on what counts as a Good Cause Claim and how these claims are dealt with go to Part 2 of [Good Cause Reporting Guidelines](#).

Please expand the buttons below to read and confirm your understanding of the Good Cause process as follows:

- + You have missed an examination, class test or other assessment or are unable to submit coursework
- + You believe that you have under-performed in a completed/submitted assessment.
- + You wish to apply for an extension to a coursework deadline for more than five working days.
- + You are submitting coursework **MORE THAN FIVE WORKING DAYS LATE** without having obtained an extension

PLEASE TICK THE BOX TO CONTINUE

3. A list of academic sessions will appear based on your record. Any previously submitted Good Cause Claims will also be listed on this page. Click on 'Add Good Cause'.

Academic Year / Term				1 of 1
Term	Career	Academic Program	Academic Load	
 2021-22	Undergraduate	Bachelor of Science(LS)	Full-Time	
<input type="button" value="Add Good Cause"/>				

4. Select one or multiple courses for which you wish to submit a Good Cause Claim. If selecting more than one course, you will need to enter the relevant exam or assessment details for each course. Please ensure that your uploaded evidence is the same for all selected courses. If different circumstances are affecting different assessments or courses, you will need to submit separate Good Cause Claims. Once you have selected the relevant course(s), click 'Next'.

## My Good Cause

### Updated Good Cause Record

Select one or more courses below where an assessment has been affected by the circumstances in your Good Cause Claim. (Please start a new Good Cause Claim if you have a different set of circumstances affecting different assessments).

### Enrollment

\*Term: Academic Year 2021-22

Subject	Catalog	Course	Description	Session	Select
1 ACCFIN	1006	100006	Intro Mgt Account & Control	S1	<input type="checkbox"/>
2 BIOL	1001	100342	Biology 1A	S1	<input checked="" type="checkbox"/>
3 BIOL	1002	100343	Biology 1B	S2	<input checked="" type="checkbox"/>
4 CHEM	1001	100682	Chemistry 1	S12	<input type="checkbox"/>
5 PHYS	1011	125782	SciSkills	S2	<input type="checkbox"/>

NEXT

5. Be sure to read all of the information on the following screen. Enter the time and date of your exam or other test or the scheduled submission date of your assessment. Then, enter in the Exam/Assessment Title in the text box below.

Select one 'Impact Category' (the reason why you are submitting a Good Cause Claim). You can submit a Good Cause Claim for: Late Submission of coursework, Missed Exam / class test, Affected Performance during an assessment, Non-submission of coursework, or Late Submission of online exam. It is important to select the correct reason to avoid issues and delays when processing your claim.

If you are unsure which Impact is most relevant, you can click the '?' icon next to each category for a description.

Please note that you will not be able to type anything into the 'Comments' section. Once a decision is made regarding your Good Cause Claim it will be available to view in this section.

You can add more than one exam or assessment date by clicking on the '+' button. You can also remove an entry by using the '-' button.

Find | View All First 1 of 2 Last

Subject BIOL Catalog 1001 Course 100342 Biology 1A

Date & Time of Exam/Assessment(dd/mm/yyyy hh:mm): 28/03/2022 09:00

Exam/Assessment Title  
Cell Motility: Results and Conclusions

**Good Cause**

**Good Cause Impact**

Please tick the relevant box to indicate the impact of this Good Cause Claim. You can only choose one impact category.

**Impact**

Request extension to coursework submission date

Please indicate the revised submission date that you are requesting \* 04/04/2022

Late Submission of coursework

Missed Exam / class test

Affected Performance

Non-submission of coursework

Late submission of online exam

If you have selected multiple courses, you can use the arrow buttons to switch between them.

Find | View All First 2 of 2 Last

Subject BIOL Catalog 1002 Course 100343 Biology 1B

Date & Time of Exam/Assessment(dd/mm/yyyy hh:mm):

Exam/Assessment Title

Click on 'Save and Proceed' to continue.

Once your School has processed your claim, you will be able to see this in the 'Approval Information' box.

**Approval Information**

Approval Status Still to be Considered

Approved By

Date Approved Approved New Submission Date

Approval Comments

**If you wish to report Good Cause that is based on the same set of circumstances for more than one exam/assessment please click the + button to add a new row. If you have added a row and want to remove it then click the - button to delete a row.**

Save and Proceed

- It is important to carefully read the instructions on this next page as this is where you will submit your information. You should give a full detailed description of the nature of your illness or other circumstances in the text box provided explaining how your assessment was affected.

In the event that you are submitting this claim more than five working days after the date of the exam or after the coursework submission date you must also explain why you were prevented from submitting the claim on time.

You can upload any supporting information and then select the appropriate option for the Submission of Evidence section.

Please note that if you have selected multiple courses, this single submission including the supporting evidence will apply to all the selected courses.

**By selecting options A (All Evidence Uploaded) or C (Exceptional Circumstances – evidence omitted) you will complete your submission and will not be able to edit it further. If you have made an error and need to edit your report, contact your Course Administrator who will be able to reopen the report for editing or deleting.**

By selecting option B in the Submission of Evidence section you will be able to go back in at a later time and edit the submission and add any supporting information.

### My Good Cause

#### Good Cause

**Submission Status**    In Progress

Give a full detailed description of the nature of your illness or other circumstances and their impact on your assessments.

Your good cause claim must be submitted within five working days of the affected assessment. If you are submitting a claim later than this you must explain the circumstances that have prevented you from submitting your claim on time.

#### Supporting Evidence

Good Cause claims must be supported by independent documentary evidence. Information on appropriate supporting evidence is available [here](#)

Please note that by submitting this information you are authorising access to it by anybody responsible for coordinating the provision of your programme or assessing your progress, or by the staff from your School or Subject area with designated responsibility for considering Good Cause claims. This could include the Assessment Officer, Course Coordinator(s) and relevant administrative staff. You should not submit on the system any details for which you wish to restrict circulation.

You must obtain consent to share information or documents relating to third parties (e.g. family members) and by sharing it here the University assumes you have received that consent.

Document Upload (max file size 5 MB).

#### Support Documents

Document	
No Associated Document	<input type="button" value="Delete"/>

- Once you are satisfied with your submission click on the Save Changes button. If you selected options A or C in the Submission of Evidence section then your claim will be considered complete and it will be submitted to your School's Good Cause Coordinator.

- If you selected option B for the Submission of Evidence section, you will be able to go back in to your submission to upload any new documents that act as supporting evidence for your Claim. Repeat Step 1 and Step 2 to see your Good Case Claims. Click on 'Edit' for the Claim that you wish to upload evidence for.

Term	Career	Academic Program	Academic Load
2017-18	Postgraduate Taught	Master of Science(Soc)	Full-Time

Course	Description	Support Docs	
102818	United Nations Law (MSc)	Evidence Not Yet available	<a href="#">Edit</a>

- Review the information that you previously submitted, you can if required still make changes to this. Click on the 'Save and Proceed' button (as shown in Step 5) to continue.
- You should now see the same screen as in Step 6. Click on the 'New Document' button to upload your files. If you have now uploaded everything you will have for your Claim, please ensure you select option A under the 'Submission of Evidence' box. This indicates that your Claim is now complete. Click on the 'Save Changes' button to submit your Claim..

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