

MARY IMMACULATE COLLEGE
STUDENT ACADEMIC ADMINISTRATION



APPLICATION FOR AN 'I' GRADE

(Spring Semester 2022/23)

(Please read page 3 before completing this application)

Name: _____

I.D. Number: _____

Course: _____

Year of Study: _____

Mobile Number: _____

Email: _____

Please select the category of I-Grade that you are applying for:

(1) Student Health Centre/ External Health Centre **(2) Counselling Department**

(3) Chaplaincy Department

Please state the reason why you are applying for an I-Grade:

Module(s) in respect of which I-Grade(s) are being sought:

1. _____ 2. _____
3. _____ 4. _____

Please specify exactly which parts of the module are incomplete (e.g. coursework, examination, all, etc.).

1. _____ 2. _____
3. _____ 4. _____

Name(s) of lecturer(s): _____

Date(s) on which assessment(s) above was/were missed: _____

I hereby certify that my application has been made in good faith and is a truthful and accurate representation of the facts at this time.

Applicant's Signature: _____

Date: _____

When you have completed this form, it should be submitted directly to the Student Academic Administration Office

DATA Protection Notice: Personal data, including sensitive personal data, collected as part of this application, will be processed for the purpose of coordinating, monitoring and evaluating this application only. Data collected will be retained in line with MIC's Records Retention Schedule. All Personal Data collected is stored in strict accordance with current Data Protection Legislation. Your privacy is important to us.

Certification of Illness where a Doctor external to the College has been consulted

(To be completed by the Applicant before submitting the form to the doctor for completion)

I hereby give permission to the Doctor to accept a phone call from the College's Medical Service to verify the medical information given above.

Applicant's Signature: _____

Date: _____

(To be completed by the Doctor)

Doctor's Name: _____

Address: _____

Please indicate why in your professional opinion this student's medical condition prevents him/her from taking written/practical examination(s) on the following dates:

From: _____

To: _____

Doctor's Signature: _____ Date: _____ GMS No: _____

Official Stamp:

GUIDELINES FOR APPLICATION FOR I-GRADES

1. The aim of the College is to support the student in the immediate crisis.
2. Grade 'I' shall be awarded only in cases where the student is not able to complete all of the requirements for a module during the normal semester timelines and has submitted certifiable evidence of medical and/or psychological illness or immediate family crisis where the presence of the student is indispensable. 'I' grades shall not be assigned in response to a plea made in respect of pressure of work.
3. Students must submit satisfactory evidence to support the request for an I-Grade and such certification is valid only when it comes via our professional services (Student Medical Centre, Counselling or Chaplaincy services) or adequate third-party evidence is submitted to those professional services for consideration.
4. An I-Grade provides you with the opportunity to undertake the assessment(s)/examination(s) again over the summer with no academic penalty. The requirements to clear an I-Grade are set at module level and as such will be available from your module coordinator.
5. For programmes of study that are subject to a critical review, please note that I-Grades will be considered as part of this review.
6. A copy of the I-Grade application form can be obtained from Student Academic Administration or can be downloaded from the Student Portal. Students must complete ALL sections of the application form regardless of which category of I-Grade you are selecting. The three categories available are – **Student Health Centre/ External Health Centre, Counselling Department, or Chaplaincy Department.**
7. *MIC Limerick* students seeking I-Grades in respect of Autumn semester modules should submit their fully completed I-Grade application, along with original supporting documentation, to the Student Academic Administration Office, room 112.
8. *MIC Thurles* students seeking I-Grades in respect of Autumn semester modules should submit their I-Grade application directly to Paula Hourigan.
9. It is important that you submit your I-Grade application within five working days of the relevant submission date of assignment(s) / in-class examination(s) / end of term examination(s).
10. All information supplied to the College in connection with an application for an I-Grade will be handled in accordance with the College's **Data Protection Policy**.
11. It is an offense under Section 1.6 (h) of the College's **Code of Conduct** to furnish false or misleading information to the College. Where such information is supplied for the purpose of illicitly obtaining an I-Grade, the matter will be referred to the College Discipline Committee.
12. You should not attempt to complete assessments/examinations if you are unfit to do so. If in doubt, contact Student Academic Administration, the Student Medical Centre or the Counselling Service. If you knowingly decide to undertake part or all of an assessment/ examination (including teaching practice) while you are unwell, this will greatly jeopardise your chances of subsequently obtaining an I-Grade.

Where a student is awarded an I-Grade, the onus is on the student to contact the relevant academic staff member(s) to establish how the I-Grade is to be cleared.

This should be done as soon as possible after the award of an I-Grade has been confirmed. Under no circumstances should you delay contacting staff members until late July/August when staff members may be on annual leave.