

Quality Code for Higher Education

Coursework Extension Request Form

This form must be returned to your home academic department before your coursework deadline

This form must be used by students who wish to request in advance an extension to the approved deadline for the submission of coursework, in cases where they have experienced acute circumstances affecting the submission of specific work. Do NOT use this form to claim general mitigating circumstances, or to explain absence from an examination – use the mitigating circumstances form for those instances.

This form is available to students, and should be completed by the student, or on their behalf with their knowledge and agreement.

Section 1 – Student Details *(to be completed in all cases)*

Name		Student ID			
Course		Department			
Year		Full time		Part time	

Section 2 – Details of specific coursework affected

Module title and coursework	Module Code	Original Submission Date	Requested Submission Date

Section 3 – Extension requested

Why have you requested this date as your new deadline? What other coursework deadlines do you have during this timeframe?

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Section 4 – Your circumstances

Use this space to describe fully the circumstances that have affected you. You should put as much detail as possible to ensure that a decision is reached on full information. If this request is related to a disability or medical problem which is known to the College and for which recommendations related to assessment have been made previously, please indicate this clearly below

Section 4 – Evidence

What evidence of your circumstances are you including to support your request? Evidence is required for the circumstances, their effect on your assessment and if relevant, why the request was made late. For medical circumstances, evidence may be a letter from a doctor or nurse, confirmation of an appointment, prescription etc. If no evidence is available, you may wish to use the form Medical Note to Support Student Mitigating Circumstances to request information from a medical professional

Section 6 – Declaration

I declare that the information provided on and with this form is accurate and complete to the best of my knowledge. I understand that to seek to gain an advantage or benefit (such as coursework extension) through providing false or misleading information is liable to action being taken against me under the College Code of Practice on the Use of Unfair Means

Student Signature		Date	
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When complete, forward this form and all evidence to your home academic Department

Section 7 – Academic Department Use Only (Copy this form to all relevant Departments)

Date received in Department		Received by	
Extension Approved		New Submission deadline	
Extension Rejected		Reason	
Student Informed		Informed by	

GENERAL INFORMATION FOR STUDENTS

After completion of this form, you are advised to make a copy for your own records, and you must then submit the form to your home Department (the one responsible for your programme of study). Full evidence is required for all requests.

You will be expected to show genuine reasons why it is impossible to submit your coursework by the deadline given. Examples of acceptable reasons are illness or bereavement. Examples of reasons which will not normally be accepted are IT problems (students are expected to keep regular backups of all work) and workload (students are expected to manage their time and commitments appropriately).

If your circumstances are not accepted:

You will be expected to submit your coursework by the original deadline, and your work will be marked on that basis.

If your circumstances are accepted:

You will be given a new deadline for the submission of the coursework