Extension Request Form

**To be completed by the student and sent to the Tutor for completion. Tutor to send to PROGRAMME ADMIN TEAM**

*Student to Complete Section A, e-mail the form to your Module Tutor who will complete Section B.*

**Once authorised** the Cohort Leader or Subject / Module Tutor granting the extension will:

1. e-mail one copy to your student account for your records
2. cc Programme Administration (at the relevant campus for logging and to be retained in your University file).

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| **SECTION A - Student** | | | | | |
| Student Name:  Student Number: | | Year Study commenced: | | Group: | Campus: |
| Programme: | | | | | |
| Module Code: Module Title:  Item of assessment (Coursework/portfolio etc.) : | | | | | |
| Original Due Date | Student Requested due date | | Tutor Authorised agreed date | | |
| Reason: | | | | | |
| **SECTION B – Tutor dealing with extension** | | | | | |
| Any suggested action: | | | | | |
| Comments (including reason if not granted): | | | | | |
| **Tutor Name: Date authorised:** | | | | | |

NOTES:

1. Requests for extensions must be made in advance of the submission date and are only approved on completion of this form. Extensions can only be approved retrospectively in exceptional circumstances.
2. Students unable to meet the original submission date or agreed extension date should contact their Cohort /Course Leader, Module Tutor or Programme Leader as soon as possible. Please see the Student Handbook for more information on UoC Regulations. Assignments submitted without a pre-approved extension date agreed, but within 3 working days of the original submission will be capped. Assignments submitted after this time will be awarded a mark of zero.