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| Coursework Extension Request Form(For use for all UG and PGT modules, with the exception ofPGT project and dissertation modules)Academic RegistryStudent Office | | | | | | | | [Loughborough University](http://www.lboro.ac.uk/) | | | | | | | |
| This form is to be used to request an extension of 48 hours to a coursework deadline, in accordance with paragraphs 4 and 5(i) of Regulation VII.  **Before completing this form please read the guidance notes below and at** [**www.lboro.ac.uk/students/handbook/exams/extensions/**](http://www.lboro.ac.uk/students/handbook/exams/extensions/)**.**  **ALL FIELDS ARE MANDATORY.** Once completed and signed, this form should be returned to your School/Department. | | | | | | | | | | | | | | | |
| **1. Student Name** |  | | | | **2. ID Number** | |  | | |  |  |  |  |  |  |
| **3. School/Department** | |  | | | | | | | | | | | | | |
| **4. Programme** | |  | | | | | | | | | | | | | |
| **5. Module Code** | |  | | **6. Module Title** | |  | | | | | | | | | |
| **7. Coursework Title** | | |  | | | **8. Coursework**  **Deadline** | | | **/    /        :** | | | | | | | |
| 9. Brief explanation of the situation/reason for the requested extension (Please detail why you are unable to submit the work by the original deadline). | | | | | | | | | | | | | | | |
| **10. Supporting Evidence**  Submitted with form  To be submitted later | | | | | | | | | | | | | | | |
| 11. Student Confirmation I believe that the circumstances described above justify an extension to my coursework submission deadline.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Print Name:** |  | **Signature:** |  | **Date:** | **/    /** | | | | | | | | | | | | | | | | |
| 12. Associate Dean (Teaching) (or nominee) Decision (must be from the School owning the module)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | I hereby permit / do not permit a coursework extension for 48 hours. | | |  | | | **Print Name:** |  | **Signature:** | |  | | **Date:** | **/    /** |   New Deadline (where an extension is permitted):    /    /        : | | | | | | | | | | | | | | | |

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| **Guidance Notes:**  If you think you may need an extension, you should consult with your School/Department at the earliest opportunity.  This form must be submitted before the original submission deadline for your coursework. Forms submitted after this cannot be considered.  Extensions shall be granted only where exceptional circumstances beyond your control prevent submission of the coursework on time, and all requests must be supported by relevant documentary evidence.  The Associate Dean (Teaching) responsible for the module (or nominee) will decide whether an extension should be permitted. For all undergraduate and postgraduate modules (with the exception of postgraduate project or dissertation modules – see [www.lboro.ac.uk/students/handbook/exams/extensions/](http://www.lboro.ac.uk/students/handbook/exams/extensions/) ), only one extension for a fixed period of 48 hours from the original deadline may be granted in respect of each coursework assignment.  You may submit an extension request at any point up to the original submission deadline, and you will normally be informed of the outcome of your request within 2 working days of receipt of the full request, including supporting evidence.  If you submit an extension request fewer than 2 working days before the original submission deadline, and you are not informed of the outcome by the original deadline, you should submit as much of your coursework as you can prior to the original deadline in order to avoid being awarded a zero mark for non-submission in the event of your request being rejected. If your extension request is subsequently accepted, any initial submission made prior to the original deadline date will be superseded for all purposes by your subsequent submission made prior to the extended deadline). | Where an extension is granted in relation to a coursework deadline on a Thursday or Friday, you will be expected to submit the work electronically (according to School/Departmental guidance) prior to the expiry of the 48 hours (even though this will be at the weekend). Submission deadlines for coursework that cannot be submitted electronically will not be set on Thursdays or Fridays (in case an extension is awarded).  **Supporting Evidence**  All extension requests must be supported by relevant independent documentary evidence. Give your evidence directly to your School/Department (normally to your Administrator) with, or as soon as possible after submitting, your form. Do not delay submitting your form if you are waiting for your evidence from a third party, but remember it is your responsibility to ensure your evidence is given to your School/Department in good time.  Coursework extension requests relating to a long-term illness or disability will normally need to be supported with evidence from the University’s Counselling and Disabilities Service.  **Mitigating Circumstances**  If you are affected by exceptional circumstances beyond your control which you feel cannot be addressed by a coursework extension, or if you are given an extension but you feel that your work has still been affected by extenuating circumstances notwithstanding the additional time you have had, you should speak to your School/Department about the possibility of submitting a Mitigating Circumstances claim ([www.lboro.ac.uk/students/welcome/handbook/exams/mitigating-circumstances/](http://www.lboro.ac.uk/students/welcome/handbook/exams/mitigating-circumstances/) ). |