

## Application for a coursework deadline extension

This form should be used by students requesting an extension to a coursework deadline of up to 5 university working days. A shorter extension should be considered if appropriate. If you require an extension for a longer period, you will need to apply for a deferral by submitting a [deferral request form](#). An extension will only be granted in the circumstances outlined in Appendix 3 of the [Taught Programmes Academic Regulations](#), and evidence should be supplied to support the application. Where an extension is granted, failure to meet the deadline will result in penalties as outlined in Section 5 of the regulations.

The form should be emailed to your module leader or nominated alternative no later than 24 hours before the date/time that the assessment is due to be submitted, with the evidence attached.

This form should be used by students requesting an extension to a coursework deadline. Level 4 students may request an extension of up to 5 university working days. Levels 5, 6, 7 students may request an extension of up to 10 university working days.

### Section A – student to complete

#### Student information

<b>Last name</b>	
<b>First name</b>	
<b>Student ID number</b>	

#### Programme information

<b>Programme name</b>	
<b>Year/level of study</b>	
<b>Campus</b>	

#### Module information

<b>Module code</b>	
<b>Module name</b>	
<b>Assessment component</b>	
<b>Original deadline date</b>	
<b>Reason for request</b>	

It is recommended that you password protect this form and any accompanying evidence when submitting to your module leader/module tutor, as they may contain personal information. Guidance on how to do this is provided in the Appendix to this form. Please remember to provide the password to the module leader/tutor in a separate email.

## Section B – module leader to complete

Module leader/tutor to complete and return to student. Please refer to the guidance in Appendix 3 of the academic regulations: [dmu.ac.uk/scheme-regulations](http://dmu.ac.uk/scheme-regulations)

<b>12</b>	<b>Extension approved Y/N</b>	(If no, please provide rationale)				
<b>13</b>	<b>New deadline date</b>					
<b>14</b>	<b>Name</b>		<b>Signature</b>		<b>Date</b>	

If the extension is approved please ensure that the relevant assessment markers are informed in order that the 20-working day turnaround for the provision of feedback can be adjusted to reflect the revised deadline.