

LINCOLN COLLEGE HIGHER EDUCATION

Extension Request: Assessed Coursework – University of Hull

IMPORTANT: Extension requests should be received no later than 48 hours after the original submission deadline for the assessment.

Complete this form and submit it **by email** to your Course Coordinator.

An extension may be granted for up to 10 working days. If you need more than 10 days, you should consider submitting an application for mitigating circumstances.

You will be advised by email whether your extension request has been approved. Since the extension may not be approved, it is important that you continue with the work while awaiting the outcome of your request.

Date of request:		
Name:	Email:
Student ID Number:	Module Tutor:
Course:	Year of Course:
Module Title:	Module Code:
Coursework Title (or brief description):		

Extension Requested:

I am requesting an extension of working day(s) (enter a number between 1 and 10)

For the assignment which is due for submission on (enter original submission date)

Supporting Evidence:

I **am / am not** (delete as appropriate) able to provide supporting evidence to substantiate this request.
(Eg. See Mitigating Circumstances guidelines for more information regarding what is accepted as sufficient evidence)

The evidence I can provide is:

You will be asked to provide supporting evidence to confirm your circumstances for audit and authenticity purposes

Reason for Requesting Extension:

No

Extension Approved – new submission date:

Reason for refusal: