

Catherine McAuley School of Nursing and Midwifery

EXTENSION REQUEST FORM

Extension Request Forms must be emailed from your UCC student email account in a timely manner before 12 (noon) on the assignment submission date. Students can expect a response within 3-5 working days.

Please read the Extension Request Policy on page 2.

*Please type your answers directly into the boxes on this form. To do this on your phone or tablet, download the **Adobe Acrobat DC app** (free). Still having problems? See further instructions end of page 2 below.*

Student Name:	Student Number:
UCC student email:	Telephone:
Programme:	Year (1st, 2nd etc.):
Module Code & Title:	Name of Module Leader:
Original Submission Deadline:	Length of Extension Requested:
Reason for request:	
Medical Certificate Attached (scan / photo): Yes, No, or NA (Not Applicable)	Today's date:

For office use only:

Recommendation of Module Leader (or nominee)		
Agree: <input type="radio"/>	Disagree: <input type="radio"/>	Date:
Reason for decision:		
Revised Submission date:		
Recommendation of Director of Undergraduate/Postgraduate Education (or nominee)		
Extension Granted: <input type="radio"/>	Extension Denied: <input type="radio"/>	Date: Reason for decision:

Please return this form by email only to the relevant address below. **Hardcopy forms will not be accepted.**

Undergraduate programmes: SONMUnderGrad@ucc.ie

Postgraduate programmes: PGSupportSONM@ucc.ie

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EXTENSION REQUEST POLICY

1. If a student submits an assignment after the submission deadline, the Late Submission Penalty will be applied.¹
2. Under exceptional circumstances (e.g. illness, bereavement) students may request an extension to the submission deadline for an assignment, using the Extension Request Form.
3. Completed extension request forms must be submitted **by email from the student's UCC email account only**. Requests submitted from any other email address will not be considered.
4. Completed extension request forms must be submitted to the correct email address (see end of page 1 above) in a timely manner **before 12(noon) on the assignment submission date**.
5. Receipt of an extension request form will be acknowledged by email.
6. Submission of an extension request form does not guarantee that an extension has been granted. Applicants will receive formal confirmation by email of the outcome of the request within 3-5 working days after they have sent the initial extension request.
7. The request will be reviewed by the Module Leader and the Director of Undergraduate/ Postgraduate Education.
8. Where an extension request is approved but the assignment is submitted after the revised deadline, the Late Submission Penalty¹ will be applied to the revised date.
9. Extensions to the end-of-July deadline for Autumn repeat submissions will only be granted for a maximum of one week.
10. Occasionally, through extreme circumstances such as sudden accident or bereavement, it might not be possible for a student to submit an assignment or extension request on the date due. Such cases will be dealt with on a case-by-case basis, at the discretion of the Module Leader in consultation with the Director of Undergraduate/Postgraduate Education.

Can't save your information in this form?

If you've typed into the form, but it's blank when you attach it to an email, try saving the form to your device first. Then close it, open it again, type your information, save, close, and attach.

Can't type into this form?

If you have Adobe Acrobat DC on your device but still cannot type information into the form on page 1, your device may have opened the file in Microsoft Edge (where it is not editable). To solve this problem, when the form opens in Microsoft Edge, select the three dots on the toolbar to see the menu, then choose "Open in Internet Explorer". You will then be able to type your answer into the form.

¹ **Late Submission Policy:**

Where work is submitted up to and including 7 days late, 10% of the total marks available shall be deducted from the mark achieved. Where work is submitted up to and including 14 days late, 20% of the total marks available shall be deducted from the mark achieved. Work submitted 15 days late or more shall not be accepted. The appropriate mark reduction applies after consideration by the examiner(s) of the worth of the paper academically.