**EXTENSION REQUEST FORM**

**Extension Request Forms must be emailed from your UCC student email account 5 days prior to the assignment submission date*.***

**Please read the Extension Request Policy on Page 2.**

**TO BE COMPLETED BY STUDENT**

|  |  |
| --- | --- |
| **Name** |  |
| **Student number** |  |
| **UCC email** |  |
| **Module Code and Title** |  |
| **Original Submission Date** |  |
| **Length of Extension Requested** |  |
| **Reason for Extension Request** |  |
| **Medical Cert Attached** | Yes/ No/ Non-applicable (circle as appropriate) |
| **Supporting Documentation** | Yes/ No/ Non-applicable (circle as appropriate) |

**FOR OFFICAL USE ONLY (To be completed by the module coordinator)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Coordinator Name** |  | | |
| **Recommendations for Extension Request.**  *Circle as appropriate* | Agree | Disagree | **Date:** |
| **Reason for decision** |  | | |
| **Revised submission date**  *Please note that the submission date should be reasonable for the request and may differ from the extension requested by the student.* |  | | |

**Students**: Please email this completed form and all supporting documentation to the relevant module coordinator five days in advance of the original submission date with relevant supporting documentation, if applicable. Please note that a request for extension does not guarantee that an extension will be provided.

**DIETETICS EXTENSION REQUEST POLICY**

1. If a student submits an assignment after the submission deadline, the Late Submission Penalty will be applied –

* 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.

1. Under exceptional circumstances (e.g. illness, bereavement) students may request an extension to the submission deadline for an assignment, using the Extension Request Form. In general, **the maximum extension that will be provided is two weeks**. Longer extensions may be considered but **only in very exceptional circumstances**.
2. 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.
3. Completed extension request forms and associated documentation must be submitted **directly to the module coordinator 5 days in advance of the assignment submission date.**
4. Receipt of an extension request form will be acknowledged by email.
5. 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.
6. The request will be reviewed by the Module Coordinator.
7. Where an extension request is approved but the assignment is submitted after the revised deadline, the Late Submission Penalty will be applied to the revised date -

* 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.

1. 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 in advance of the due date. Such cases will be dealt with on a case-by-case basis, at the discretion of the module coordinator in consultation with the Programme Director.
2. The module coordinator may discuss requests for extensions with other members of the academic programme team.