Application Form for Late Submission of Coursework

Unless otherwise indicated by the School, this form may be used in such circumstances where a student knows that, for good reason, a deadline cannot be met or has not been met. It is designed to provide a simple local solution to occasional issues that may arise. Supporting documentation may not always be required, however, this will depend on the nature of the circumstances and length of extension requested.

For consideration of complicated issues or issues that persist over a period longer than 10 working days, please refer to UCD’s [Extenuating Circumstances policy.](https://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=126)

**STUDENTS MUST COMPLETE SECTIONS A & B**

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| **SECTION A** | |
| **Student Name**  *(please print name)* |  |
| **Student Number** |  |
| **Assessment component**  **Type/Title** *(e.g. essay/title)* |  |
| **Student contact information** *(phone number / email address) An email address must be provided* |  |
| **Module Code** |  |
| **Module Title** |  |
| **Module Coordinator** |  |
| **Tutor (if applicable)** |  |
| **Due Date of Submission** |  |

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| **SECTION B** |
| **Requested new date for submission:** |
| **State reason for extension request** |
| **Student Signature:**  **Signed:…………………………………………. Date:………………………………………….** |

**MODULE CO-ORDINATOR MUST COMPLETE SECTION C**

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| **SECTION C** |
| **Permission granted**   * **YES**  **NO** |
| **Penalty?**   * **YES**  **NO**   **If yes, penalty to be applied** |
| **Agreed new submission date:** |
| **Reason for decision/Comments, give details** |
| **Module Coordinator Signature:**  **Signed:……………………………………………... Date:…………………………………………** |

**Procedures**

The process for submission of Late Submission applications is determined by the School and must be clearly communicated to students in advance of coursework submission.

Where required, students are to complete Sections A & B and submit the form to the School Office or the Module Coordinator directly.

**Module Coordinators** on receipt of the form shall, in a timely manner decide to:

* Refuse permission for extension, giving reasons; or
* Grant permission for extension with no penalty; or
* Grant permission for extension with a penalty, as guided by the Policy for late submission.

The Module Coordinator is responsible for communicating their decision to a) the School Office and b) the student. The student shall be sent the decision in writing by email. The School, or the Module Coordinator on behalf of the School, is responsible for retaining a record of all decisions made, in accordance with GDPR guidelines.