



Application Form for Late Submission of Coursework

Requests for extensions of deadlines should be sought in advance of submission dates

This form should be submitted where a student knows that for good reason that a deadline cannot be met **IN ADVANCE** – it is expected that such requests will normally be the exception rather than the rule. The circumstances under which such a request would be considered are likely to be on the basis of a known extended period of absence from the University for serious personal and/or family reasons or where a student is representing their country or UCD. *Students **must** ensure that they are aware of the UCD Policy on Submission of Coursework (see page 1-2).*

STUDENTS MUST COMPLETE SECTIONS A & B

SECTION A

Student Name <i>(please print name)</i>	
Student Number	
Assessment component Type/Title <i>(e.g. essay/title)</i>	
Student contact information <i>(phone number / email address)</i>	
Module Code	
Module Title	
Module Co-ordinator	
Tutor (if applicable)	
Due Date of Submission	

SECTION B

Requested new date for submission:
State reason for extension request
Student Signature:
Signed: Date:

MODULE CO-ORDINATORS MUST COMPLETE SECTION C

SECTION C	
Permission granted	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
Penalty? <i>(please tick one, if yes state penalty to be applied. See paragraph 4 of Policy on Submission of Coursework)</i>	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
Agreed new submission date:	
Reason for decision/Comments, give details	
Module Co-ordinator Signature:	
Signed: Date:	

Procedures

Forms may be obtained from the School Office / Academic Secretariat Website

Students must complete Sections A & B. (NB: It is the student's responsibility to ask Module Coordinators to complete Section C). The Module Coordinator should return the form to the student. *Students should notify the School Office of the new submission date.* Students should attach the original, completed form to their coursework before submission. (NB this form should be submitted **in addition to** the coursework submission form/School cover sheet, which contains a declaration of authorship).

Module coordinators may, on receipt of a student request for an extension to a submission deadline 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.