# LINCOLN COLLEGE HIGHER EDUCATION

# Extension Request: Assessed Coursework

**IMPORTANT**: Extension requests must be submitted at least 24 hours **prior** to the assignment deadline.

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 (see Canvas for more information).

**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 may be asked to provide supporting evidence to confirm your circumstances for audit and authenticity purposes**

**Reason for Requesting Extension:**

|  |
| --- |
|  |

**THE FOLLOWING SECTION TO BE COMPLETED BY THE LEVEL CO-ORDINATOR:**

**Request approved:** [ ] Yes [ ]  No

**Extension Approved – new submission date**:

**Reason for refusal**: