**Al-Maktoum College of Higher Education**

**Request for an Extension to an Assessment Submission Date / Exam**

The College recognises that from time-to-timestudents may experience issues that would make it difficult for them to submit an assessment by the due date. In exceptional circumstances, therefore, students may request an extension to a given submission deadline. Extensions for assessed coursework are given only where there is appropriate evidence of acute or chronic ill health or serious personal issues. Please note, computer problems, extra-curricula activities and the pressure of work due to other courses are not valid reasons for requesting an extension.

Extensions must be requested in advance of the deadline. Students with exceptional circumstances who would like to request an extension **or** are unable to sit an exam due to exceptional circumstances, should approach the Unit/Course Co-ordinator after having completed the request for extension form below. The Unit/Course Co-ordinator is authorised to grant an extension of up to seven days for assessments. A request for an extension beyond seven days must be sent to the College’s Academic Registrar [*m.young@almcollege.ac.uk*](mailto:m.young@almcollege.ac.uk). Please note that an extension request cannot normally be sought for a date beyond the date when marks are released to students who submitted their work by the due date. If an extension request is made in such circumstances, the student will be required to submit a different piece of work which will be set by the Unit Co-ordinator.

**Extension requests must be submitted one week prior to the submission date**

***(unless there are exceptional circumstances and should be referred to*** [***m.young@almcollege.ac.uk***](mailto:m.young@almcollege.ac.uk)***)***

**To be completed by Unit/Course Co-ordinator or Academic Registrar (as appropriate)**

**Extension Approved (please indicate new submission date and time):**

**Name/Signed:**

**Extension Rejected (please indicate reason):**

**Name/Signed:**

***Please send a copy of this signed form to the student and to the Student Administration Officer (studentadmin@almcollege.ac.uk)***

**Please complete the following details before approaching the Unit/Course Co-ordinator.**

**Programme:**

**Unit/Course Code:**

**Unit/Course Co-ordinator:**

**Normal submission / exam date:**

**Length of extension requested (in days):**

***If up to seven days, please submit this form by email to the Unit/Course Co-ordinator. If beyond seven days, please submit by email to the College Academic Registrar*** [*m.young@almcollege.ac.uk*](mailto:m.young@almcollege.ac.uk)

**Grounds for request**. *Please circle.*

***Ill health*** ***Personal issues***

**Student Name and I.D. No.**

**Supporting Evidence:** *(to be completed by the student)*

Please provide a brief description of the circumstances that disrupted your studies, **including dates affected**, and any supporting evidence you may have. Please note any information provided will be treated under the College student confidentiality code.

|  |
| --- |
|  |