**RE1**

**Request for an Extension to an Assessed Coursework Deadline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Matriculation Number: |  |

|  |  |
| --- | --- |
| Programme of Study: |  |

|  |  |
| --- | --- |
| Modules for which extension is required: |  |

|  |  |
| --- | --- |
| Date of Original Deadline: |  |

|  |  |
| --- | --- |
| How many days extension are you requesting? |  |

|  |  |  |
| --- | --- | --- |
| Dates you were affected: | From: / / | To: / / |

|  |
| --- |
| **Give a brief description of the circumstances which affected you:****Explain how the situation affected your ability to work:** |

**Have you submitted evidence with this form: Yes / No**

**(delete as appropriate)**

**The maximum extension you can request will normally be 10 working days (see** [**Coursework Extension Policy**](https://staff.napier.ac.uk/services/dlte/Regulations/Pages/Regulations.aspx)**, point 6, for cases where a longer period may be exceptionally granted).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: |  |  | Date: |  |

**MODULE LEADER/DESIGNATE APPROVAL**

**I AGREE to the above extension request **

**I AGREE to the extension request BUT only agree to  days rather than the time requested**

**I DO NOT agree to the above extension **

**NEW DEADLINE: **

**Signature:  Date: **