



# Application Form for Late Submission of Coursework

This form should be submitted 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 arise. More complicated issues or issues that persist over a period longer than two weeks should be considered under the Extenuating Circumstances policy. Guidance can be sought from the Programme Office.

This process is designed to be simple and supporting documentation may not always be required. This will, however, be dependent on the nature of the circumstances and length of extension requested. Guidance can be sought from the School as required.

## STUDENTS MUST COMPLETE SECTIONS A & B

### SECTION A

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

### SECTION B

<b>Requested new date for submission:</b>
<b>State reason for extension request</b>
<b>Student Signature:</b> <b>Signed:</b> ..... <b>Date:</b> .....

## MODULE CO-ORDINATORS MUST COMPLETE SECTION C

### SECTION C

<p>Permission granted</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>Penalty?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, penalty to be applied _____</p>
<p>Agreed new submission date:</p>
<p>Reason for decision/Comments, give details</p>
<p>Module Co-ordinator Signature:</p> <p>Signed:..... Date:.....</p>

### Procedures

Form may be download from <http://www.ucd.ie/registry/assessment/>

Students must complete Sections A & B and submit the form to the School Office who will consult with the module co-ordinator.

**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 decision of the module co-ordinator will be communicated to the School Office, who will keep a record of the decision.

The School Office will inform the student.