



APPLICATION FORM FOR AN EXTENSION

Penalties will normally be applied to assignments received after the due date. Please read Stirling’s policy on extensions and late work by going the policies page of the Stirling web site.

- I am applying for a lecturer's extension (not more than 14 days beyond the due date)
- I am applying for a special extension due to extenuating circumstances, such as serious illness or severe personal problems. If a special extension is granted, late submission may have a lesser, or no, penalty applied, providing the following procedure is followed:
 1. The extension must be requested prior to the sixteenth week of the semester in which the unit is taught. After the sixteenth week (two weeks after last lecture) no extensions will be granted.
 2. If the paper is to be handed in after the sixteenth week of the semester in which the unit is taught, the student must discuss the reason(s) with the Coursework Co-ordinator.
 3. At least before the sixteenth week, the student must apply in writing on this form to the Coursework Co-ordinator, with any relevant documents, for remission of penalties.
 4. The Coursework Co-ordinator, in consultation with the lecturer, will register the request as either ‘accepted’ or ‘rejected’ and the cover page will then be attached to the assignment for appropriate action by the examiner.

The purpose of compliance with this policy is to ensure parity in extensions for all students across the University of Divinity.

STUDENT NAME

SUBJECT UNIT.....

I apply for consent to submit the following assessment after the due date

The application is made on the following grounds (attach medical certificates etc.)

I will submit the work on the following date:.....

office use only

APPLICATION ACCEPTED []

APPLICATION REJECTED []

REVISED DUE DATE OF ASSIGNMENT:

PENALTY TO BE APPLIED.....

SUBJECT CO-ORDINATOR: (DATE)

COURSEWORK CO-ORDINATOR: (DATE)