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**Coursework Extension Request Form for students with an ARF/DRF**

* This form is to only be used by students who have an Academic Referral Form (ARF) or a Disability Referral Form (DRF) that specifically mentions that coursework extensions should be granted when possible.
* This form has to be submitted **before** the coursework submission date.
* This form can only be used for one extension request per piece of work.
* It is the student’s responsibility to suggest a new deadline in the box below.

**Student details**

|  |  |
| --- | --- |
| Full name |  |
| Student ID |  |
| School |  |

**Coursework Extension Agreed**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Module Code | Assessment name | Original Deadline | New Deadline | Signed approval \* |
|  |  |  |  |  |
|  |  |  |  |  |

\*Quality Manual guidance

Extensions to deadlines may be deemed ‘a reasonable adjustment’ for some disabled or dyslexic students and may be one of the recommendations made by [Disability Support](http://www.nottingham.ac.uk/studentservices/supportforyourstudies/disabilitysupport/index.aspx) in the Academic Referral Forms sent to DLOs. However it is the responsibility of the student to request an extension to a deadline from the member of staff responsible for the particular piece of work or the designated staff member within the School.

**Student Declaration**

I confirm that I have a current ARF/DRF that includes the provision that if considered necessary, extensions to deadlines should be allowed on request wherever possible.

Signature……………………………………………………………..……………………… Date…………………………………

**Please submit signed form to the Hub before the deadline to ensure your work is not penalised. This can be done in person at the Hub or by email to** [**TheHub@nottingham.edu.cn**](mailto:TheHub@nottingham.edu.cn)