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| **APPLICATION FOR EXTENSION TO DEADLINE****To be completed by the student and considered by the Designated Signatory** |

* This form should normally be submitted **at least one full working day before the deadline**.
* The form should be submitted with **supporting documentation**.
* If you have a Learning Support Plan (LSP), you may request an extension to deadline in addition to the modified/adjusted submission deadline if the circumstances are not related to your LSP adjustments.

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**PART A** *To be completed by the student*

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| STUDENT NAME |  |
| STUDENT NUMBER |  |
| COURSE |  |
| MODULE CODE AND TITLE |  |
| TITLE OF ASSESSMENT |  |
| MODULE LEADER |  |
| DATE ASSESSMENT DUE[[1]](#footnote-1)  |  |
| NEW SUBMISSION DATE REQUESTED |  |

**REASONS FOR REQUEST**

Note: this form is not confidential, you should use only a general description of your circumstances below and include your supporting documentation when submitting this form.

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| Reason for request: |

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**PART B** *To be completed by the Designated Signatory (Course Leader or equivalent e.g. Year Tutor)*

DESIGNATED SIGNATORY’S REPLY

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| Approved / Declined |
| New submission date approved |  |
| Comments: |
| Name |  |
| Date |  |

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**PART C** *To be completed by the School Office*

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| --- | --- | --- | --- |
| Date form received |  | Date form returned to student |  |

Information about the Extension to deadline process is available [Problems with your course (brighton.ac.uk)](https://www.brighton.ac.uk/brighton-students/your-learning/problems-with-your-course/index.aspx); see GEAR section B4 for regulations about Extension to deadline, available [The University of Brighton Student Contract 2021-22](https://www.brighton.ac.uk/brighton-students/your-learning/student-policies-and-regulations/index.aspx)

1. Students with LSPs please put the modified/adjusted deadline here [↑](#footnote-ref-1)