REQUEST FOR DEFERRAL OF COURSEWORK

FOR USE FROM SEPTEMBER 2020 UNTIL JUNE 2021

Any student may use this form to notify the University of their need for an extension to coursework for reasons of ill health, caring responsibilities, return to employment (particularly in the front line services) or involvement in volunteering activities.

Please fill in the details below to ensure that the change to your deadlines is recorded accurately.

# YOUR DETAILS

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| --- | --- |
| Your Full Name: | Your Student ID No: |
| Title of your Degree [*eg BA History, BA History and Politics, MSc Psycholog*y]: | Your Level of Study: |

1. **REASON FOR THE EXTENSION REQUEST**

**You are required to explain briefly why you need an extension. If you have medical or other evidence please send this at the same time as this form (please note that if sensitive information is being sent you should send the extension form to your School or Department but evidence of a sensitive nature should be sent ONLY to the REGISTRAR walshc@hope.ac.uk, please contact your School/Department for advice)**

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| --- |
| Please briefly explain in your own words why you need an extension: |
| I have a Learning Support Plan which allows for flexibility around deadlines due to a disability; the Learning Support team holds my medical evidence on file YES/NO |
| Please confirm which one of the below applies:   1. I **have** evidence to support this request and I attach it along with this form YES/NO 2. The evidence is of a sensitive nature and I have instead forwarded it to the Registrar by email YES/NO 3. I **DO NOT have** any evidence YES/NO |
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1. **DETAILS OF THE COURSEWORK FOR WHICH YOU ARE REQUESTING AN EXTENSION**

Enter below the details for each piece of coursework that you wish to claim a deferral. If there is more than one piece of coursework and they are parts of separate 60C units you will need to use both sections below.

**For Postgraduate students please include the Module Title and Code, for all other students please use the Title and Code of the Block of Study**

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| --- | --- | --- | --- | --- |
| **Module/Block of Study - please state** | |  | | |
| **Code (please specify the course code)** | |  | | |
| **Assessment Title** | **Tutor** | | **Original submission date** | **Your proposed new submission date** |
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**Extension requests should be returned to your School as below. Network of Hope students should send the request to the Network College. Don’t forget to also attach your evidence if you are providing any.**

**Hope Park/ Creative Campus students**

School of Creative and Performing Arts: schoolcpa@hope.ac.uk

School of Humanities: Humanities@hope.ac.uk

School of Social Science: Socialscience@hope.ac.uk

School of Education: eduextensions@hope.ac.uk

Business School: businessschool@hope.ac.uk  
Department of Geography and Environmental Science: [sciextensions@hope.ac.uk](mailto:sciextensions@hope.ac.uk)

School of Maths, Computer Science and Engineering: [sciextensions@hope.ac.uk](mailto:sciextensions@hope.ac.uk)

Department of Psychology: [sciextensions@hope.ac.uk](mailto:sciextensions@hope.ac.uk)

School of Health Sciences: [sciextensions@hope.ac.uk](mailto:sciextensions@hope.ac.uk)

All Foundation Students: foundation@hope.ac.uk

**Network of Hope students**

Carmel College: [highereducation@carmel.ac.uk](mailto:highereducation@carmel.ac.uk)

Holy Cross College: [universityadmin@holycross.ac.uk](mailto:universityadmin@holycross.ac.uk)

St Marys College: [k.parker@stmarysblackburn.ac.uk](mailto:k.parker@stmarysblackburn.ac.uk)