

EXTENSION REQUEST FORM

DUBLIN INSTITUTE OF DESIGN



PART A – PERSONAL INFORMATION

Name

Lauren McKeon

Email Address

mckeon_lauren@hotmail.com

Course of Study

UX Design & Front End Development

Full Time/Part Time

Part Time

Day/Evening

Evening

PART B – LEARNER MESSAGE

Please indicate the Project & Deadline for which you require the extension;

Project: Front End Development Website Project + Reflective Blog

Unit/Module Code (indicated on assignment brief): Term 1 of HNC & HND UX Design & Front-End Development - September 2020

Deadline: October 4th 2020 -> Assignment -> Web - Project Submission - Summer Group

Please outline the circumstances outside your control for which you require an extension

I was balancing this course alongside a demanding full time job and during this time was successful in securing a new role and decided to change companies and take on this new opportunity. During this transition phase between handing over at one to join my next role, with just the weekend in between, coincided with my project submission deadline. Additionally within this same week, I found out some life changing news which I would prefer to not disclose as it pertains to my personal health situation and although I tried really hard to get a submission in on time, I didn't feel that what I was able to achieve as a result of the multiple major life changes that all happened within the same week, accurately reflected the work I put in over the duration of the course, which is why I would like a couple of extra days to submit.

Please attach support documentation (Medical Certificate etc.) to this form. Part C must be completed by the assessing lecturer. The signed form must be submitted by the learner to Registrar's office no later than **one week** before the assignment deadline.

PART C – LECTURER AGREEMENT

I agree that the above learner should be granted an extension of no more than one week for the aforementioned project. I will submit grading to Registrar's office by the allocated deadline. I have made arrangements to accept the work from the learner, or have nominated an alternate staff member to act on my behalf.

Signed: _____ Date: _____

Proposed Submission Date: _____ Method of submission: _____

PART D – REGISTRAR'S OFFICE USE ONLY

RECEIVED BY: _____

Extension: Granted ☐
Denied ☐ Reason _____

Signature: _____ Date: _____