

Regent College London

Record of approval of coursework extensions for a group (class or cohort) of students

This form is to be completed by a Cohort Leader or Programme Leader only when a group (class or cohort) of students are given extensions to deadlines for coursework. There are only two circumstances in which extensions to groups of students can be given:

1. Where a blanket extension is given to a class or cohort of students due to an event that has affected the study of all students, for example, absence of a lecturer due to illness for a significant period and where cover for the absence could not be adequately provided.
2. Where new students on a programme start late due to no fault of their own, for example, due to late recruitment, difficulties with visa.

The Cohort Leader may grant an extension to a coursework deadline for one week, and the Programme Leader for a maximum of three weeks. Normally, an extension to a coursework deadline beyond three weeks cannot be granted.

Name of Cohort Leader or Programme Leader authorising coursework extension

----- Role -----

Course and Unit/Module(s) for which extension granted

Course -----

Unit/Module(s) -----

Length of extension granted up to a maximum of three weeks -----

Original date of coursework deadline ----- Revised deadline -----

Please provide reason(s) for granting the extension

Signature of person granting extension

Date

This form should be retained by the Cohort Leader or Programme Leader and a copy given to the Dean of Subject.

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