REQUEST FOR EXTENSION

Law school policy requires that written requests for extensions must be made to the topic convenor (or to the staff member designated by the topic convenor) using these request and response forms unless a different practice has been agreed as part of the assessment scheme for the particular topic.

Student Name

Student Contact Details:

Address

Phone / MobileNo.

E-mail:

Topic Name

Topic Convenor (or Designate)

Assignment

Due Date \[\_\_\_\_\_\_\_\_\_\_\_\] New Due Date Requested \[\_\_\_\_\_\_\_\_\_\_\]

Reasons for requesting extension:
If more space is needed please see the back of this sheet.
Attach any relevant documentation such as a medical certificate.

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________
RESPONSE TO REQUEST FOR EXTENSION

The first seven items on this response form are to be filled in by the student. The entire response form is to be returned to the student who is to attach it to the assignment when submitted. The request form with the reasons for the extension request is to remain confidential.

Student Name

Student Contact Details:  
Address

Phone / Mobile No.

E-mail:

Topic Name

Topic Convenor (or Designate)

Assignment

Due Date

New Due Date Requested

RESPONSE:

_______ Request for extension denied

_______ Request for extension granted.  New Due Date

Other Action

__________________________________________

Signature of topic convenor or delegate