

**LATE SUBMISSION OF COURSEWORK FORM (Extenuating Circumstances)**

This form must be completed if you are claiming extenuating circumstances for the late submission of assessed coursework. The completed form must be submitted together with appropriate documentary evidence to Student and Academic Services no later than 2 working days after the deadline. If you do not submit a claim within this time frame your application will not be considered.

Before completing this form please ensure you have read the [Extenuating Circumstances Policy](https://courtauld.ac.uk/current-students/student-and-academic-policies/courtauld-student-policies/).

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| Full Name: |  |
| Student Number: |  |
| Year of Study: |  |
| Programme of Study e.g. “BA History of Art”: |  |
| Title and code of module e.g. “Frameworks”: |  |
| Tutor: |  |
| Coursework Number and Title**e.g. Essay 1 “Describe how XX depicts power in the XX painting.”** |  |
| Coursework Deadline: |  |
| Date and Time Coursework submitted: | Date:  | Time: |

 **(1)** **What is the nature of your claim?** *Please give your reasons for late submission.*

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1. **List below any documentation submitted in support of your request**. *The Courtauld reserves the right to reject cases where evidence is not provided.*

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1. **If you have spoken to a member of staff or a support service about your situation please fill in the details below. Although we do not routinely contact staff, we may need to contact them for further information.**

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| **Name of staff member or service:** |  |
| **Date contacted:** |  |
| **Please give brief details:** |  |

**SIGNED: DATED:**

*Students should sign and return the completed form,* ***with*** *supporting documentation to Student and Academic Services.*

***For office use only:***

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| **Outcome of request:** | **APPROVED/NOT APPROVED** |
| **Comments:** |  |
| **Signature of the Head of Examinations:** |  |
| **Date:** |  |
| **Copied to:** |  |

**Once completed, return this form, along with supporting documentation, either in person or email:**

1. **In person: Student and Academic Services, 2nd Floor, Vernon Square, Penton Rise, King’s Cross, WC1X 9EW**
2. **By email:** **sas@courtauld.ac.uk**

**All submissions will be treated as confidential.**