**Recommendation for Extension of Enrolment form (+ 12 months beyond original end date) - Undergraduate and Taught Postgraduate Students**

This form is for requesting Special Cases permission to extend a student’s programme end date more than 12 months beyond their original programme end date. Students should be made aware that any extension requests beyond 12 months of their original programme end date are subject to Special Cases approval. Special Cases approval is not guaranteed.

All extension requests must come about as a result of:

1. A student submitting an exceptional circumstances claim which is then upheld and the remedy for the claim includes a submission deadline extension which goes beyond the student’s current programme end date;
2. As an adjustment approved by a Student Support Plan, a departmental disability officer approves a submission deadline extension which goes beyond a student’s current programme end date; or
3. Marginal fails in line with university policies

Any exceptions to this require Special Cases approval. Please consult Section 5 of the [Special Cases Progress Cases Policy](http://www.york.ac.uk/students/studying/progress/scc/policy) for further information.

**Using this form:**

This programme extension application form has multiple sections:

* Part A & B should be completed by the department.
* Part C should be completed by the student’s supervisor.
* Part D should be completed by the Chair of the Board of Studies.
* Part E explains the process of submitting the form.
* Part F is for Special Cases team use only.

| **Part A: Student Details** *(to be completed by academic department)* | | | |
| --- | --- | --- | --- |
| **First Name** |  | **Surname** |  |
| **Student Number** |  | **Department** |  |
| **Programme of study** | |  | |

| **Current mode of attendance** | Full time / Part time / Distance learning |
| --- | --- |
| **Original programme end date** | DD/MM/YYYY |
| **Current programme end date** | DD/MM/YYYY |
| **New proposed programme end date**  *This should be the same as the last submission deadline and must be based on the student's current circumstances and rate of completion.* | DD/MM/YYYY |
| **Details of any previous programme extensions:** *Please include details of all previous extension requests and provide copies of the EC/SSP claims in the table below\** |  |
| **Previous advice and conditions:** *Please include details of previous referrals to Support to Study or Special Cases advise on previous extension.* |  |
| **If this is not the first extension request, please provide details of what progress, if any, has been made on outstanding assessments since previous extension:** |  |

| **EC/SSP Claim History -** Please provide details of previous EC/SSP claims which resulted in a programme extension and ensure the supporting **evidence** and **outcome letter** is uploaded to the EC claim folder | | | | |
| --- | --- | --- | --- | --- |
| **Claim Folder** | **Module Code & Title** | **Previous Submission Deadline** | **New Submission Deadline** | **EC Claim Evidence & Outcome Email in Folder?** |
| *Please link EC claim folder* |  | *DD/MM/YYYY* | *DD/MM/YYYY* | *Y/N* |
| *Please link EC claim folder* |  | *DD/MM/YYYY* | *DD/MM/YYYY* | *Y/N* |
| *Please link EC claim folder* |  | *DD/MM/YYYY* | *DD/MM/YYYY* | *Y/N* |
| *Please link EC claim folder* |  | *DD/MM/YYYY* | *DD/MM/YYYY* | *Y/N* |

| **Part B: Additional Supporting Evidence** | |
| --- | --- |
| Student Support Plan Attached? | Send as PDF attachment to [scc@york.ac.uk](mailto:scc@york.ac.uk) alongside application form |
| Additional Evidence (please list): | List evidence and send as PDF attachment(s) to [scc@york.ac.uk](mailto:scc@york.ac.uk) alongside application form |

| **Part C: Supervisor Comments** *(to be completed by the student’s supervisor)* | |
| --- | --- |
| **Statement of support from supervisor** |  |
| **Supervisor Name** |  |
| **Date** | DD/MM/YYYY |

| **Part D: Authorisation of Chair of Board of Studies / Graduate Chair** | |
| --- | --- |
| I approve this recommendation for an extension of enrolment to the date set out above. | |
| **Name** |  |
| **Role** e.g. Chair of Board of Studies |  |
| **Date** | DD/MM/YYYY |

| **Part E: Submission of the Form (please send as Word Doc not PDF)** |
| --- |
| This form must be emailed from the Chair of Board of Studies/Graduate Studies University email address or the Chair of Board of Studies/Graduate Studies must be copied into the email for the extension of enrolment to be processed.  Please ensure that the form is **completed fully and accurately**, with all necessary supporting evidence **before** it is submitted to Special Cases. This will save time for both Student Services and academic departments and ensure faster processing of the request.  Please include:   1. A copy of the completed programme extension form 2. A copy of the EC claim submitted by the student and any evidence submitted in support of the request 3. A copy of the EC claim outcome sent to the student   Please note that Special Cases will require access to edit and comment on this form, therefore we cannot accept PDF versions. Additional evidence and relevant additional documentation can be sent as PDF’s.  **Once complete, email this form plus attachments to scc@york.ac.uk** and the Special Cases team will consider this recommendation. A decision will then be emailed to the student and the academic department. |

| **Part F: To be completed by the Special Cases Officer** | | | |
| --- | --- | --- | --- |
| Case Officer Summary: | | | |
| **Case Officer Decision** | | Approve/Reject and rationale for decision | |
| **Signature** | |  | |
| **Date** | | DD/MM/YYYY | |

*A Case Officer may reject the request if any of the following apply:*

1. *There is insufficient information and/or supporting evidence to consider the request*
2. *The request has been submitted after programme failure, or in order to avoid programme failure*
3. *The request is entirely retrospective*
4. *Sufficient mitigation has already been provided for the circumstances, and there is no medical evidence which confirms a deterioration in those circumstances, nor that there are new or different circumstances which require mitigation*
5. *There are valid concerns about the period of time which the student has been away from their studies and subsequent likelihood of completion of the programme*
6. *The request would place the student at an academic advantage or disadvantage relative to their peers*

*Special Cases may also approve a request but specify that no further programme extension requests will be approved, or will be approved on the presented grounds.*

*Special Cases may also specify that a referral is made to Support to Study if there are concerns about the likelihood of a student completing their outstanding assessments without additional support. Engagement in Support to Study can be made mandatory for consideration of further extensions, if appropriate.*