**Short Programme extension form**

**(undergraduate and taught postgraduate students only)**

This form is for asking Student Records to process a short programme extension for a taught student - i.e. any extension which takes a student to **less** than 12 months beyond their original programme end date.

Students should be made aware that submission deadline extensions which take students **more** than 12 months beyond their original programme end date require Special Cases Committee approval and will require the completion of the form “Recommendation for Extension of Enrolment - more than 12 months”

**ALL extension requests should 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. *OR* 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.
3. *OR* marginal fails in line with university policies (Guide to assessment 10.6)

If one of the above is applicable, no further authorisation is required and Student Records can be asked to process a programme extension. To request this, the academic department should complete the following form then email it to student-records@york.ac.uk.

**Details - to be completed by academic department**

| Student Name |  |
| --- | --- |
| Student Number |  |
| Programme of Study |  |
| Academic Department |  |
| Current programme end date | **DD/MM/YYYY** |
| New proposed programme end date*This should be the same as the last submission deadline.*  | **DD/MM/YYYY** |
| New -approved submission deadlines*Please list all assessments included in the claim/ request*  |  |

 **Supporting evidence**

| ECA outcome letter/email attached?  | Yes/ No / Not applicable |
| --- | --- |
| SSP and approval email from Disability rep attached? | Yes/ No / Not applicable |
| This extension request in due to a marginal fail | Yes/ No / Not applicable |
| Does the academic Supervisor support this request? | **Yes / No** |

**Authorisation of Chair of Board of Studies (or Graduate School Board if student is a taught postgraduate)**

**I approve this recommendation for an extension of enrolment to the date set out above.**

| **Chair name** (please print) |  |
| --- | --- |
| **Signed**  |  |
| **Date** |  |

**Once complete, email this form plus attachments to** **student-records@york.ac.uk****.**

*Last modified 27 January 2023*