

UCL DEPARTMENT OF HISTORY OF ART

EXTENSION REQUEST FORM (ERF)

Name of Student: _____

Course Title and Number _____

Title of Coursework _____

Submission Deadline _____

I regret very much that I shall be unable to submit the above coursework on time because:
(give specific reasons: "ill health" or "pressure of work" alone is not sufficient)

I would therefore be grateful if you would give permission for me to submit on the
following date: _____ (suggested revised deadline)

**NOTE: ALL OF THE ABOVE SECTIONS MUST BE FULLY COMPLETED BEFORE
YOUR REQUEST CAN BE CONSIDERED**

Student's signature: _____ Date: _____

Agreed: _____ (Departmental Tutor) Date: _____

THIS FORM MUST BE SUBMITTED TO THE COURSE CO-ORDINATOR FOR APPROVAL **ON OR BEFORE** THE DAY THAT THE WORK IS DUE. IT MUST THEN BE ATTACHED TO THE COURSEWORK WHEN IT IS SUBMITTED.

PLEASE DO NOT ASSUME THAT YOUR REQUEST WILL BE GRANTED - YOU MUST DISCUSS IT WITH THE TEACHER AT THE EARLIEST OPPORTUNITY.

PLEASE NOTE THAT THIS FORM IS NOT VALID UNLESS (a) IT IS FULLY COMPLETED AND DATED ON OR BEFORE THE ORIGINAL SUBMISSION DEADLINE, AND (b) THE COURSEWORK IS SUBMITTED BY THE NEW AGREED DEADLINE.