

EXTENSIONS AND MITIGATING CIRCUMSTANCES



UNIVERSITY OF
LINCOLN

Extensions

Giving you up to **7 additional days** to complete an assignment when unexpected short-term circumstances arise.

Assessment Type:

Only coursework assessments are eligible for an extension request. i.e. No extension may be claimed for exams, TCAs and In Class Tests.

When to Apply:

1 working day prior to your assessment deadline unless the request relates to an emergency that arises on the submission date.

Your application should be reviewed within 2 working days, giving you enough time to submit your coursework ahead of your extended deadline.

Evidence

- Evidence submitted should make clear the impact of the event or issue on you as an individual.
- Evidence should clearly relate to the date and time of the event or issue.
- For example, if you have suffered a bereavement, you should include funeral arrangements and a note from a parent or guardian.
- When submitting, put the most time relevant evidence first.

Personal Tutor Statement:

Personal tutor statements should also be time relevant and include statement of impact they have witnessed.

Mitigating Circumstances

Circumstances beyond your control which may have affected your academic performance.

Assessment Type:

All assessment types

When to Apply:

Up to 10 working days after your coursework deadline.

You can apply for mitigating circumstances on top of extensions if you **provide time relevant evidence with your application.**

You should submit work while you wait for the outcome of the mitigating circumstances decision.

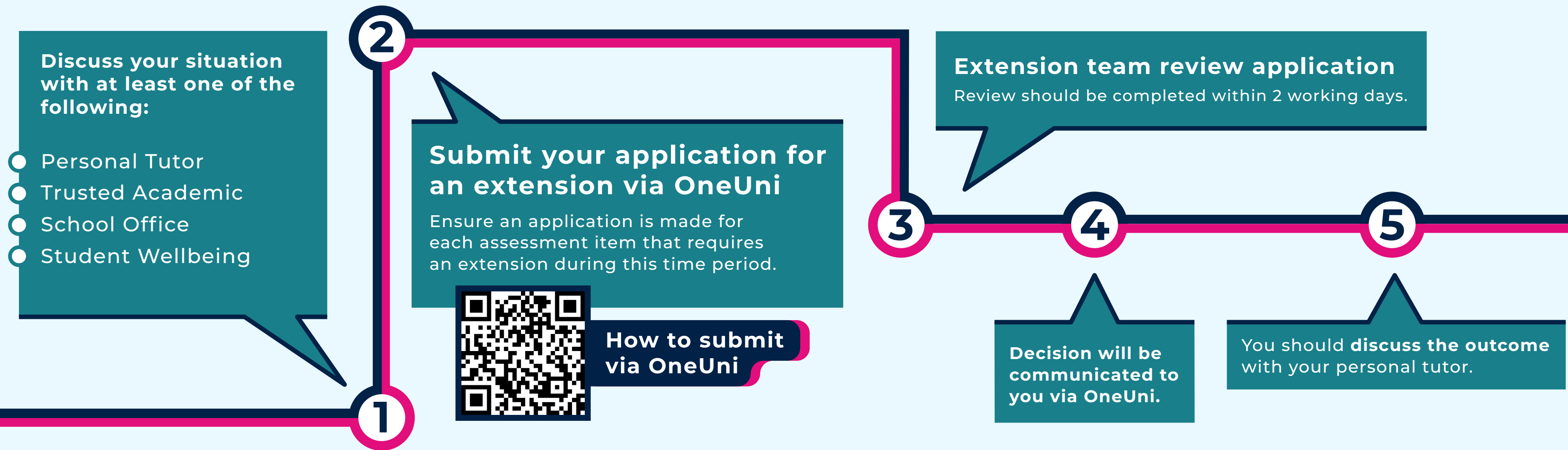
Have You Got a **PASSPlan**?

You can apply for an extension or mitigating circumstances **in addition to agreements** made as part of your PASS plan.

If you feel that any of the details in your PASS plan are no longer relevant, then please contact Student Wellbeing who can help you to renew your plan.



APPLYING FOR AN EXTENSION



Please refer to the full extensions policy via lcn.ac/exten-policy.
If you have any questions, please talk to your personal tutor and/or School Office.