

**Programme Extension Action Plan**

This form is to be submitted along with evidence when applying for a programme extension through the Exceptional Circumstances process. You are able to request a programme extension if you believe you have exceptional circumstances that have adversely affected your preparation for assessment(s), and you wish to request an extension of **more than three** weeks to your expected programme end date. You must be in the final year of your programme, have completed all teaching and only have assessments outstanding.

You should meet with your Head of School or nominated representative to discuss your request and they should complete the following information.

|  |  |  |
| --- | --- | --- |
| Please provide an action plan detailing how the extension period is to be used, any interim objectives to be met during this period to support completion of the student’s assessment(s), and suggested deadlines for each assessment.  **Head of School (or nominated representative)** **guidance**  For example, include any periods where the student will not be working on the assessment(s) due to ill-health; or details explaining why a lengthy period is recommended that might include working at a significantly reduced capacity, or where time is required to work with clients.  Where there are multiple assessments deadlines may be staggered.  Care must be taken to not exceed the [maximum period of study](https://www.yorksj.ac.uk/policies-and-documents/regulations/).  Further guidance can be sought from the Assessment Team E: [assessment@yorksj.ac.uk](mailto:assessment@yorksj.ac.uk) | | |
| **Head of School or nominated representative comments** |  | |
| **Date** | **Action** | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
| **Recommended submission deadlines** | | |
| Module code | Assessment number and title | New deadline |
|  |  |  |
|  |  |  |
|  |  |  |
| Head of School or nominated representative signature |  | |
| Date |  | |
| **The completed form and evidence will now be considered by the Exceptional Circumstances Panel for final decision** | | |

**You should upload this completed form along with your supporting evidence as part of your Exceptional Circumstances claim.**