



Department of Geography
Royal Holloway, University of London

Agreed Deferred Deadline For Submission of Assessed Coursework

This form should be completed by the student concerned and taken, along with supporting documentary evidence, to Dr. Peter French (QB 181), Mr Don Thompson (QB 153) or Dr. Varyl Thorndycraft (QB 152b) for authorisation, before being returned to the Departmental Office (QB 162) **prior to** the original coursework deadline.

If documentary evidence is not available at the time of the request, any extension issued will be conditional on such information being received. This means that, should appropriate evidence not be submitted, despite a deferral having been granted on condition of receiving evidence, the work will be liable for a late submission penalty.

Name of Student (Block Capitals)

Course Code/Title

This is to record that the above named student has been given an extension of

The agreed deadline for submission of the assessed work is now at **12:15pm**.

Signed
Department representative*

Signed
Student

Date

Coursework received on @/
Date Time

Confirmation that adequate supporting evidence received:

Signed
For Departmental Office

*Department representatives are Dr. Peter French, Mr. Don Thompson, or Dr. Varyl Thorndycraft.