The School of Health and Human Sciences  
Late submissions/Extenuating circumstances process

<table>
<thead>
<tr>
<th>LATE SUBMISSION</th>
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<td>EXTENUATING CIRCUMSTANCES</td>
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1. Late submission/Extenuating circumstances form is received by Programme Administrator

2. Programme Administrator checks that the forms have the following information completed:
   a. Student registration no. on form
   b. Date that coursework should have been submitted or is due
   c. A clear statement of what students are asking for including how long they require an extension for
   d. If the work has been submitted, the student should state on the form whether the work submitted is a first submission, resubmission, or a fail.
   e. Programme Administrator should let the Programme Lead know that a form has been submitted

3. Form should then be sent to Late submissions and Extenuating circumstances committee Administrator (Denise Green)

4. Denise Green will send out notes of the meeting to the Programme Administrators who are responsible for informing the students.

5. Following the meeting, the information in the correspondence sent back to students should always state whether the submission will be counted as a first or 2nd submission and the submission date.

6. When a student is given an extension but has not submitted evidence, the Programme Administrator should notify Denise when this is received.