NCAD DUBLIN

National College of Art and Design

Request for extension – Visual Culture BA / Critical Cultures Essays and Assignments

Extensions to submission deadlines can be granted on the grounds of ill health and unforeseen circumstances. They cannot be granted for reasons which can be anticipated such as paid employment.

Essays which are submitted late will be subject to a grade penalty (see Late Submission Policy here - https://www.ncad.ie/students/programme-information/visual-culture-information-for-ba-studio-programmes/)

If you wish to apply for an extension to a deadline please complete this form *before the deadline* and send it as attachment to visualculture@staff.ncad.ie You will receive an email back indicating whether or not the extension has been granted.

Name

Student Number

Department / Course

Type of Essay / Assignment – please highlight or tick

Visual Culture BA		Critical Cultures first year essay	
Critical Cultures second year 'elective'		Critical Cultures final/third year 'elective'	
Critical Cultures Research Essay (thesis)		Critical Cultures statement of practice	

Original essay deadline (please specify the date on which the essay is due by typing into the box)

Reason for needing an extension

*If you would rather the reasons are kept **confidential**, please say so in the box above. In this case, you will need to talk to any NCAD tutor and/or a counsellor and ask that person to write a note on your behalf. A medical cert can also be supplied. You can also talk to the Head of Visual Culture, David Crowley crowleyd@staff.ncad.ie*

*Please note that where an extension is being requested on grounds of **illness**, a medical cert is usually required for extensions of more than 3 days. Please send a scan or a photo of any supporting documents (medical certs, etc.) with this form.*

Requested new deadline (please specify a date)

Please note that the length of an extension should be proportionate to the circumstances faced. For instance, if you were ill and unable to study for 4 days, the extension request should be for 4 days.