Sample Email: reminder of submission date

48 hours before the due date, students must be sent a reminder of the date and time of submission.

Here is a sample text.

**Subject** – Assignment [xxx] is due soon

**Message**

This is a reminder that your assignment Title: [*Please populate*] Course: [*Please populate*] Course ID: [*Please populate*] is due on (XXX)

If you have submitted your assignment, or have an agreed extension for this assessment, or you are not formally assessed on this module, please ignore this email.

* If you have not yet made a submission for this assignment please note:
* If you receive this email before the deadline please submit your assessment as soon as possible.

You are advised to submit work in an unfinished state by the deadline, rather than fail to submit any work. This includes if you are awaiting the outcome of an extenuating circumstance request (the submission will then be withdrawn if your extenuating circumstances request is approved).

**Getting Help**

There is a variety of support available at University to assist you:

* For study skills advice and guidance, please contact the Library.
* For information on wellbeing, please refer to the Student Centre and Student Wellbeing tiles on UDo.

**Apply for an Extension**
There can be circumstances during your studies that are unforeseen, exceptional and outside of your control and when this happens your studies can be affected. Circumstances that have a direct and substantial impact on your ability to study to your full potential may mean that you are eligible to apply for an extension on your assessment.

Please visit the [Student Centre](https://udo.derby.ac.uk/campusm/home#pgitem/364915) tile on UDo for more information

Please do not reply to this email. You should contact your module tutor in the first instance for advice and support.