

CATHOLIC INSTITUTE OF SYDNEY

APPLICATION FOR EXTENSION OF TIME FOR WRITTEN WORK

Name of Student: _____ Course Code: _____

Course Title _____ Original Due Date of Written Work: _____

Assessment Task: _____

Requested Extension Date for Submission: _____

Reasons for the Request of the Extension: _____

Student's signature _____ Date: _____

EXTENSION APPROVED

Lecturer's Signature

Date

Academic Registrar

Extension Granted

Date

THE COMPLETED FORM IS TO BE RETURNED TO THE REGISTRY BY THE ORIGINALLY DUE DATE

THE SCD –CIS POLICY ON EXTENSIONS

Extension Policy

Students must submit all assignments by the due dates set by the teacher and published in the Course Unit Booklets.

Late Penalty

Late assignments without an approved extension will attract an automatic penalty deduction of 5% of the marks available for the item of assessment for every day (including weekends and holidays), or part thereof, beyond the date and time of submission (or any extension granted).

Assignments submitted without an approved extension beyond 10 days after the due date will receive a zero mark and NOT be annotated by the teacher.

Example:

Student submits an assignment worth 50 marks 4 days late.

Total mark available=50

Penalty: 4 days late = 5% of 50x4 = 10 mark penalty

The student's original mark is 40.

Final mark =40-10=30

Grounds for Extension

An extension of an assignment's due date may be granted on the following grounds –

- Medical illness (certified by Medical Certificate)
- Extreme hardship
- Compassionate grounds

In such cases an extension of up to 28 days may be granted without penalty but only if requested before the assignment due date. The student should submit an "Application for Extension" including supporting documentation for authorising and signing by the Lecturer and Academic Registrar prior to the due date. The student will then be informed of the result of the request.

In extreme cases, extensions beyond 28 days may be granted. Such extensions must be applied for in writing, including supporting documentation, setting out the extreme circumstances. The Assessment Review Committee of the CIS Academic Board will consider such an unusual extension and notify the student of the outcome in writing.

Policy adopted by SCD Academic Board 15 July 2011, commenced 1 January 2012