



Catholic Institute of Sydney
Australia's Ecclesiastical Faculty for Theology and Ministry

Application for an Extension

To be communicated via email to [lecturer](mailto:lecturer@cis.catholic.edu.au) and [registry](mailto:registry@cis.catholic.edu.au) @cis.catholic.edu.au

Student ID :

Student Name :

Course Code Title :

Assessment Details :

Original Due Date :

Extension Requested Until :

Reason for Requested Extension :

Please note that this form is an *application* for an extension, and therefore will not take effect *until approved*. If an extension is sought on medical grounds, **supporting documentation must be submitted herewith**.

Student's Signature :

Date :

FOR OFFICE USE ONLY

Lecturer's Signature : <input type="text"/>	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	<input type="text"/>
Academic Dean's Signature : <input type="text"/>	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	<i>This revised due date requires the approval of the Academic Dean to take effect. Should another date be recommended, this will be indicated below, and both lecturer and student will be notified by the Registry Office.</i>
Received by Registry Officer : <input type="text"/>	Comments : <input type="text"/>	



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All requests for extensions must be made in writing (i.e., using this electronic form) **at least 24 hours before the due date.**

All applications must be accompanied by a medical certificate or other evidence for non-medical applications (viz., hardship or compassionate grounds).

The Course Co-ordinator (Lecturer) will review the application and advise the student and Dean (or delegate) whether the application has been approved or denied. If the application is approved, the Course Co-ordinator will advise the student of the revised due date for submission.

Late submissions *without* an approved extension will attract an automatic penalty deduction of **10%** of the weighting of the assessment for every day (including weekends and holidays), or a part thereof, beyond the original due date (or revised due date, where an extension was granted).

Example:

A student submits an assessment worth 50 percent 3 days late.

Total mark available: **100** (all assessments are marked out of 100, irrespective of weighting)

Penalty: 3 days late = 10% of 50 x 3 = penalty of **15** marks

The student's original mark: **80 (HD)**

Final mark: 80 – 15 = **65 (C)**

Assessments submitted *without* an approved extension more than **5 days** after the due date will receive a mark of **1%** and a **Fail (F)** grade, and will not be annotated by the Lecturer.

The Dean (or delegate) retains discretion to waive or modify penalties imposed as listed above if the student can establish that there are compelling and legitimate reasons for the late submission. The decision of the Dean (or delegate) with respect to the request for extension or penalty for late submission is final.