

Assignment Extension Application Form

STUDENT DETAILS

Name: Student number:

Program:

Contact phone number & email address:.....

COURSE DETAILS

Course code:

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 Course title:

Course coordinator:

Tutor (if relevant):

ASSESSMENT DETAILS

Assessment item number: Original due date & time:

Assessment description:.....

EXTENSION APPLIED FOR

The time and date on which you propose to submit the assignment identified above:
.....

REASONS FOR APPLYING FOR AN EXTENSION

I am applying for an extension because:
.....
.....

I am attaching relevant evidence, as detailed:.....
.....

FURTHER INFORMATION

I wish to have this additional information taken into consideration (you may attach a **brief** statement):
.....

I have read and understood the SJC extension policy detailed on the reverse page.

Signed: Date:

FOR STAFF USE ONLY

An extension IS GRANTED (please circle). YES / NO

The new SUBMISSION DATE AND TIME are Date Time:.....

Name: Date:

Position Title:.....

How to apply for an extension

For Short Extensions:

- Short Extensions are intended to cover unexpected temporary contingencies (such as computer failures, equipment malfunction, transportation difficulties, etc.). It is valid for **no more than 36 hours**.
- Apply in writing directly to your tutor or course coordinator (an email is sufficient).
- Explain your reasons and attach any supporting evidence you have.
- The course coordinator or tutor will reply via email.
- If a Short Extension is granted, **you must submit your assignment by the new revised due date and time; otherwise you will receive a mark of 0% (grade 1)**.
- There is no grace period of 24 hours after the deadline.

For Long Extensions:

- Full extensions are intended to cover longer term situations, such as illness.
- You must use the **Assignment Extension Application Form**.
- Submit the form to your tutor or course coordinator. Additional evidence supporting the application (e.g. a medical certificate) **must** accompany the application.
- The extension will be considered as granted only when your tutor, course coordinator or program director has returned an approved copy of the form to you.
- The form will contain the revised due date and time for the submission of the assignment. **This is your new deadline**.
- **A copy of the approved Assignment Extension Application form must be submitted along with the assessment item.**
- If a Long Extension is granted, you **must** submit your assignment by the new revised due date and time; otherwise you will receive a mark of 0% (grade 1).
- There is no grace period of 24 hours after the deadline.
- Long Extensions will not normally be granted for a period of more than one week. In exceptional circumstances, a two-week extension may be granted as an absolute maximum. We recognise that exceptional circumstances occur, however, if you feel that you require an extension of more than two weeks, you will be advised to seek academic counselling.

Important advice:

- You must apply for an extension as early as possible and, in any event, **before the original due date**.
- An incomplete form may result in the request for an extension being denied. Make sure you fill in all sections of the extension form and remember to attach all necessary evidence to support your claims.
- If you cannot complete an extension form (due to illness, injury or any other unforeseen occurrence), you should inform your course coordinator of this as soon as possible, detailing your precise circumstances. Complete and submit a form as soon afterwards as you can.
- **Never assume that an extension has been granted**; they are only valid when you have received either a confirming email (Short Extension), or an approved copy of the extension form (Long Extension).
- Communicate in writing and keep copies of all paperwork.
- Ultimately, it is your responsibility to submit your assignments on time!