

DEAN'S EXTENSION

The Academic Dean may grant an extension of up to 28 days beyond the last day of the examination week of a semester when there are medical or serious pastoral grounds for this, and when satisfied that no undue advantage or disadvantage may occur for the student.

A Dean's extension should be applied for no later than five days prior to the work being due and, in the case of extension on medical grounds; students must present a medical certificate.

For seminarians, the Seminary Dean of Studies must also sign the form.

The Dean consults with the lecturer before granting an extension.

The extension and its conditions are recorded on the Dean's response section of the form and signed by the Dean and the student, with copies retained by both. The Dean sends a copy of the completed form to the Academic Records Office to be placed in the student's file.

For Winter Intensives, extensions are granted at the discretion of the Academic Dean.

An extension form cannot be attached to your paper when you submit online via through Turnitin via the UDiv Learning Management System (ARK). Once signed by the Dean, the original is given to the student and a copy will be held by the Dean.

Students who submit an assignment after the newly agreed due date will normally be penalised academically. For more information see "Late Work" section in the CTC Handbook.

An extension of longer than four weeks after the due date for the assignment will not be granted unless warranted by exceptional circumstances.