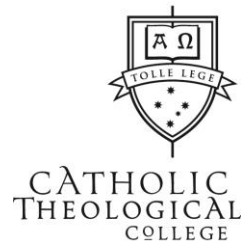


Lecturer's Extension Application Form



SECTION A: STUDENT INFORMATION	
Student ID:	
Family Name:	Given Name(s):
Contact Details: Phone:	Email:
Course:	
Unit Code:	Unit Title:
Lecturer:	

SECTION B: DETAILS OF APPLICATION	
Brief Description of Assessment Task:	
Current Due Date:	Requested Due Date:
Reason for Seeking Extension (attach all documentary evidence):	
Student Signature: _____ Date: _____	

SECTION C: APPROVAL AND ACKNOWLEDGEMENT	
Seminary Dean of Studies Signature: _____	Date: _____
Approved Due Date: _____	
Lecturer: _____	Date: _____
I acknowledge receipt of this extension: _____	Date: _____
(Student Signature)	

LECTURER'S EXTENSION

At his/her discretion, a lecturer may grant an extension of up to two weeks for an assignment when satisfied there are reasonable grounds and that the approved extension will not give undue advantage or disadvantage to the student.

Lecturer's extensions are not permitted beyond the last day of the examination week.

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

An extension should be applied for no later than three days prior to the work being due.

Extension application forms can be downloaded from the website, or obtained from the Student Common room and must be signed by the lecturer concerned. Students may email the completed form to the lecturer. The lecturer responds to the request using the Lecturer's Response section of the form.

For seminarians, the Seminary Dean of Studies must sign the form before it is presented to the lecturer.

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

Students who submit an assignment later than the newly agreed due date will normally be penalised academically according to the Late Policy. For more information see the CTC Handbook.