



# CATHOLIC THEOLOGICAL COLLEGE

## Application for a Dean's Extension for Assessment

This form is used to request an extension beyond the end of the semester. A Dean's Extension should be applied for no later than three 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 sign the form before presentation to the Academic DEan. Once approved this form is attached to the submitted work.

### Section A - Student Information

Student ID:

Family Name:

Given Name(s):

Contact Details (Phone/Mobile/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's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seminary Dean of Studies Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section C: Approval (to be completed by CTC Academic Dean)

Approved Due Date: \_\_\_\_\_

Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Date Lecturer advised: \_\_\_\_\_

I acknowledge receipt of this extension \_\_\_\_\_ Date: \_\_\_\_\_  
(Student's signature)