

# Request for Extension of Assignment Due Date

## Important notes:

- This form is to be completed for all assignment extension requests
- Once completed please submit this request to the course coordinator (via Uni email)
- Requests should be made as soon as practicable, and preferably before any due date
- Requests must include information about the circumstances and include appropriate supporting documentation, where available
- You should keep a copy of your request
- Assignments handed in after marked work has been returned to other students will only be accepted at the discretion of the Course Director.
- A maximum extension of three weeks may be approved. If you face unavoidable personal circumstances that require a longer extension, you must use the Special Circumstances: Unavoidable Personal Circumstances form.

<b>Programme name</b>	
Course number	
Course name	
Assignment number	
Due date	(11.59pm for undergraduate, graduate and post-graduate)
Course Lecturer	
Student Name	
Student ID number	
UoA Student email address	

## Extension Request - to be completed by student

### Student statement if evidence cannot be sourced

### Documentation to support request (attach copies to this form):

☐ Medical Certificate    ☐ Copy of Draft Notes    ☐ Other supporting evidence

Length of extension request:

**Student Signature:** By submitting electronically I confirm that I have read and affirmed the above declarations.

**Please submit this request to the Course Coordinator for consideration. Do not attach to your assignment.**

## Course Coordinator to complete:

Extension approved? ☐ Yes    ☐ No:    New due date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

☐ Decision forwarded to student via UoA student email

## Course Coordinator Process

- Course Coordinator reviews request
- Course Coordinator advises student of outcome via UoA student email
- Course Coordinator records extension in notes section in Canvas Gradebook
- Course Coordinator edits student's assignment information to show revised due date (if request is approved)
- This form filed electronically on CC computer