# Extension Request Form—Lecturer’s Extension

Due to unforeseen circumstances, students may find themselves unable to submit assignments by the due date. The University of Divinity [Extensions and Special Consideration Policy](http://www.divinity.edu.au/documents/extensions-special-consideration-policy/) provides for two forms of extension, which must be requested prior to the published due date:

* **Lecturer’s extension**—up to 2 weeks, not beyond final day of examination period
* **Dean’s extension—**up to 4 weeks, or beyond the final day of the examination period

## Student application

Submit the extension request form to your College, who will advise the outcome of your request via your student email address. If you do not receive a response within three (3) days of your request submission, contact the College as a matter of urgency.

If granted an extension to the due date, submit the assignment by the extension date. The date of submission to the appropriate assessment activity in the ARK unit is marked on the assignment.

Failure to submit work by the extension date will normally incur academic penalty.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Student and unit details | | | | | | | |
| Student name | | |  | | | UD ID |  |
| Unit code | | |  | | | | |
| Unit name | | |  | | | | |
| Lecturer | | |  | | | | |
| Extension request | | | | | | | |
| Assignment topic | | |  | | | | |
| Assignment no. | | |  | Original due date | | | /    / |
| Lecturer’s extension | | | | | | | |
| Where appropriate include any additional documentation to support your request for an extension. Attach a scanned copy or photo. You will be notified if you need to provide original documents. | | | | | | | |
| Number of days for extension | | |  | New due date requested | | | /    / |
| Reason for extension application | | |  | | | | |
|  | Documentary evidence attached (e.g. medical certificate, statutory declaration) | | | | | | |
| Declaration | | | | | | | |
| All information given to support this extension request is to the best of my knowledge correct and complete in every particular. | | | | | | | |
| Name/signature | |  | | | Date | | /    / |
|  | | Type name for electronic submission | | | | | |

## Response to student

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Decision—Lecturer’s response to student | | | | | | | | | | | |
| Student name | |  | | | | | | | | | |
| Unit | |  | | | | | | | | | |
|  | Extension approved |  | Reasonable grounds for granting the extension | | | |  | | No undue disadvantage or advantage to the student | | |
| Revised due date | | | /    / | | | | | | |
|  | Request rejected | Reason not granted | | |  | | | | | | |
| Comments | |  | | | | | | | | | |
| Lecturer’s signature | |  | | | | | | Date | | /    / | |
| Outcome record (office use only) | | | | | | | | | | | |
| Extension recorded | | | | Date | | /    / | | Signature | | |  |
| Response advised to student | | | | Date | | /    / | | Signature | | |  |