

APPLICATIONS FOR EXTENSION

It is a requirement of a student's course that all assignments be completed by the due dates set by the lecturer and published in the assessment task outlines provided in your first class.

Assignments without an approved extension may be submitted up to 10 working days beyond the original due date of the assignment but will attract an automatic penalty deduction of 5% of the total given mark for the assignment for each day the assignment is late (including weekends and holidays).

Assignments submitted without an approved extension beyond 10 working days after the due date will NOT be accepted and will NOT be marked.

PLEASE NOTE: It is a course requirement that ALL assessment work be submitted for a student to pass a subject. Therefore any student with one or more assignments over 10 working days late (and without an approved extension) will automatically fail that subject.

Assignments with an approved extension must be submitted by the new approved date of submission. No 10 day provision applies to assessments with approved extensions.

When an extension has been granted and the new extended submission date falls within 10 days after the original due date, students are expected to submit their assignment by the agreed extended date.

In the event that work is not submitted on the extended submission date, this work may still be submitted (within 10 working days of the original due date) however full late marks will apply for every day after the original due date, irrespective of the extension which has been granted. (See Late- Penalty Policy)

Normally extensions will only be granted in extraordinary circumstances on the following grounds:

- Medical illness (certified by Medical Certificate),
- Extreme hardship,
- Compassionate grounds (this does not include inadequate management of student workload or responsibilities).

In such cases an extension of up to 28 calendar days may be granted without penalty but only if requested prior to the assignment due date. The student should submit an "Application for Extension" including supporting documentation to the Registrar's Office a minimum of 1 week prior to the assessment due date, for authorising and signing by the Lecturer / Registrar /Academic Secretary prior to the due date. The student will then be informed of the result of the request.

In extreme cases, extensions beyond 28 days may be granted. Such extensions must be applied for in writing, including supporting documentation, to the Registrar's Office setting out the extreme circumstances. The Booth College Academic Board will consider such an unusual extension and notify the student of the outcome in writing.

If the unit assessment includes an examination and an extension is granted arrangements will be made for an alternative examination to be given to the student within the extension period.

Should a student believe that they are not being treated justly within this process they may submit a written appeal within 5 days of notification of the outcome, to the Registrar for processing.

PLEASE NOTE: ALL STUDENTS

**No extensions of time will be given past the end of the semester.
No work will be accepted for marking after the end of the semester.**

LATE PENALTIES

The responsibility remains with the student to submit all work by the due dates set by the lecturer and published in the course unit guides.

Late assignments without an approved extension will attract an automatic penalty deduction of 5% of the marks available for the item of assessment for every day (including weekends and holidays), or part thereof, beyond the date and time of submission (or any extension granted).

Assignments submitted without an approved extension beyond 10 days after the due date will receive a zero mark and NOT be annotated by the lecturer.

In extraordinary circumstances the Student Administration committee may consider a variation to the prescribed outcome.