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.

Programme name	
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

Reason for extension request (as supported by evidence, where possible):

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

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

Length of extension request:

Student Signature: I have read and checked the above and confirm I understand the notes and have provided complete, accurate and truthful information. 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)
- EDSW-94 form filed electronically on CC computer