

Extension Policy and Procedure

This policy is to be read in conjunction with the University of Divinity [Academic Misconduct Policy](#) and [Extensions and Special Consideration Policy](#).

Purpose and context

ALC requires all students to complete the scheduled unit assessment requirements by the due dates set, and to complete a unit of study within the designated scheduled unit timeframe. For students seeking an extension to published assignment due dates or scheduled unit end dates, the following procedures and limitation dates apply.

Late work

Students who submit work after the due date, without an official extension, will normally be penalised academically. See the [Extensions and Special Consideration Policy](#).

Scheduled unit completion implications

- All extension requests must be submitted according to the timeframes outlined in this policy.
- Students may negotiate an assignment extension of up to 2 weeks with and at the discretion of the lecturer.
- If the extension request exceeds two weeks, it requires negotiation with the Dean.
- The lecturer or the Dean need to be satisfied of reasonable grounds for granting the extension, and that it will not afford undue disadvantage or advantage to the student
- If unit assessment requirements remain incomplete after the end date of a scheduled unit a fail (F) result will automatically be applied, unless an approved extension has been granted.

If students do not complete a scheduled unit within the designated timeframe without an approved extension, but then decide to finish it, students will be required to re-enrol and pay the applicable scheduled unit fee. On re-enrolment recognition of previously completed and assessed work may be negotiated at the discretion of the Dean.

Extension request types

If for a legitimate reason, a student cannot complete an assignment/assessment item by the published due date, or a unit within the scheduled unit timeframe (end of examination period), he/she may apply in writing using the [Extension request form—lecturer's extension](#) for a 'lecturer's extension' or the [Extension request form—Dean's extension](#) for a 'Dean's extension'.

Lecturer's extension request

If a student believes that some genuine general life circumstances may have impact on their ability to complete one or more assignments/assessment items, they may request a 'Lecturer's extension' by filling in an [Extension request form—lecturer's extension](#). Additional supporting information may accompany the request. The lecturer may grant an extension for 1 to 14 days after the due date, at his or her discretion.

Dean's extension request

A student requiring an extension of 15 to 28 days, or an extension beyond the final day of the examination period for a semester, must submit an [Extension request form—Dean's extension](#) to seek a Dean's extension.

A Dean's extension may be granted for up to 28 days from the end of the examination period, at the Dean's discretion.

An extension of longer than four weeks after the due date for the assignment or after the end of the examination period will not be granted unless warranted by exceptional circumstances. If extenuating special/compassionate or compelling circumstances occur that are beyond a student's control or not reasonably foreseeable during an enrolled scheduled unit of study, the ALC [Statement](#)

[of reasons for special or unforeseen circumstances](#) may apply. The appropriate section of the [Extension request form—Dean's extension](#) is to be completed with accompanying support information (e.g. certificate of illness, bereavement notice, etc.)

The Dean will reconsider a student's ability to complete a scheduled unit or parts thereof in relation to a scheduled unit of study if satisfied that 'special/compassionate or compelling circumstances' apply to that student.

When to submit an extension request form

Submission of the pertinent extension request form must be made as follows:

- for a **lecturer's extension (extension of 1–14 days but not beyond the final day of the examination period)**
Submit at least three days prior to the assignment due date.
- for a **Dean's extension (extension of 15–28 days or beyond the final day of the examination period)**
Submit at least 5 days prior to the assignment due date.

Extension limits

Students may negotiate extensions in writing on the extension request form for an extension not exceeding the following limitation dates:

- **Lecturer's extension**
The work must be submitted no later than the newly agreed due date, and no later than the final day of the examination period.
- **Dean's extension**
The work must be submitted no later than the newly agreed due date. Maximum unit extension period for Dean's extension is normally 28 days from the end of the examination period, unless exceptional circumstances apply.

Subject to a successful exceptional circumstances extension approval, an extension (E) grading code will be allocated for the period of the approved extension, until the completed assessment item has been resulted and a final grade approved.

Students who submit work after the agreed revised due date will normally be penalised academically.

Completing and submitting the extension request form

Follow the instructions on the form regarding completion and submission. Contact the Office of Student Records on +61 8 7120 8200 or freecall 1800 625 193 for assistance.

Outcome process

ALC will advise the outcome of all extension requests. Approved extension dates are recorded in student records. Students should contact the Office of Student Records as a matter of urgency if no response has been received within one week of the request submission.

Appeal process

If a student believes that the application of the policy in a particular situation is inequitable and wishes to have the matter reviewed, an appeal may be submitted in accordance with the University of Divinity's grievance policies. See information and policies at: [Grievances Policy](#) and [Appeals Policy and Procedures](#).

Associated documents

[Extension request form—lecturer's extension](#)
[Extension request form—Dean's extension](#)