

Extension procedure summary

Extension policy summary

All assessments/assignments are to be submitted by the due date set. This is a condition of enrolment. Applications for extensions should only be lodged due to legitimate and reasonable circumstances, and may not be granted.

The University of Divinity [Extensions and Special Consideration Policy](#) provides for two forms of extension—a lecturer's extension and a Dean's extension.

ALC prefers that students who wish to apply for an extension contact the unit lecturer/Dean as soon as possible and not less than 3 days prior to the due date for a lecturer's extension, and not less than 5 days prior to the due date for a Dean's extension. Students must apply formally, in writing, by completing the pertinent extension request form.

1. Lecturer's extension

- a) Submit [Extension Request Form - lecturer's extension](#)
- b) When not less than 3 days prior to the assignment due date
- c) Length one to fourteen days request
- d) Limit not beyond the final day of the examination period

2. Dean's extension

- a) Submit [Extension request form - Dean's extension](#)
- b) When not less than 5 days prior to the assignment due date
- c) Length fifteen to 28 days request
- d) Limit up to 28 days from the end of the examination period, or longer than four weeks after the due date if exceptional circumstances apply.

For full details—including explanations of scheduled unit completion implications, extension request types and limitations, and exceptional circumstances requests—please read the ALC [Extension policy & procedure](#).

Student extension request procedure

Download the required extension request form:

- [Extension Request Form - lecturer's extension](#)
- or
- [Extension request form - Dean's extension](#)

Submit the extension request form, with any relevant supporting documentation, via

- email to extensions@alc.edu.au
- post to ALC
Attention: Extensions
104 Jeffcott Street
North Adelaide SA 5006
- fax to 08 8127 8071

If a response to the extension request is not received within one week of submission, please contact the Office of Student Records on 08 7120 8200 or freecall number 1800 625 193, or student.records@alc.edu.au, as a matter of urgency.

ALC response

The lecturer or Dean

- will consider the extension request
- must be satisfied that it will not afford undue disadvantage or advantage to the student
- will complete the 'Decision—lecturer's/Dean's response to student' section of the extension request form, either approving the extension request and including the new due date, or rejecting the extension with the reason why it wasn't granted.

The Office of Student Records will

- advise the student by email of the outcome of their application for an extension, including the revised date where applicable
- if the extension is granted, record the revised due date in student records
- file the extension request form in the student file

Assignment submission for granted extensions

For any extensions granted, the student must

- submit the assignment (via ARK) by the revised due date

Note: the date of submission to the appropriate assessment activity in the ARK unit is marked on the assignment.