

## EXTENSION POLICY

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 unit outlines.

Assignments without an approved extension may be submitted up to 10 working days beyond the due date of the assignment but will attract an automatic penalty deduction of 1% of the total mark available for the course unit for each working day the assignment is late. Assignments submitted without an approved extension beyond 10 working days after the due date will NOT be accepted and will NOT be marked.

An extension of an assignment's due date may be granted on the following grounds –

- Medical illness (certified by Medical Certificate)
- Extreme hardship
- Compassionate grounds

In such cases an extension of up to 28 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 Member Institution 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 Member Institution setting out the extreme circumstances. The appropriate Member Institution's committee 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.

This Policy is to form part of Course Unit Outlines given to all SCD students.