

Extension Request Form

All requests for extension of the due date of an essay, test or practical assignment are to be made **at least 48 hours BEFORE** the due date, unless the circumstances giving rise to the request make it impossible to do so. Students should attach this form to their assignment once it has been signed.

Name: _____

ID number: _____

Paper code and name: _____

Lecturer's name: _____

Reason for Extension:

Medical

Bereavement

Other (please specify below)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Note: If circumstances have made it impossible to request an extension before the due date, you must attach documentation such as a doctor's certificate, counsellor's note, etc.

Name of Assignment: _____

Original date due: _____ New date requested: _____

Documentation to support request attached? Yes No (circle one)

Student's signature: _____ Date: _____

Lecturer's Decision (please circle one)

Extension approved

Alternative approved (provide details) _____

Extension declined

Lecturer's signature: _____ Date: _____