

Extension Request Form



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

Students requesting an extension of time for an essay, test or practical assignment are required to fill in this form and have it signed by the lecturer concerned. Students submitting a medical certificate must present the certificate with this form to the lecturer. When the form has been signed by the lecturer the student should collect it and attach it to the assignment.

STUDENT'S NAMEID NO

COURSE NUMBER AND NAME

LECTURER'S NAME.....

I wish to request a change in assessment as follows:

NAME OF ASSESSMENT

REQUESTED CHANGE.....

ORIGINAL DATE DUE

NEW DATE REQUESTED

REASON FOR CHANGE

.....

.....

Medical certificate attached in support of application Yes No (Circle one)

Signed..... Date

(Student)

LECTURER'S DECISION

Request approved

Alternative approved (provide details)

Request declined

Lecturer's signature: Date: