

# Request for Extension of Assignment Due Date

**Important notes:**

- Once completed please submit this request to the course coordinator (via Uni email, CANVAS course Inbox or in person)
- Requests should be made at least one week in advance of the assignment’s due date.
- Requests should include appropriate supporting documentation
- You should keep a copy of your request
- Assignments handed in after marked work has been returned to other students will only be accepted at the discretion of the School.
- A maximum extension of three weeks may be approved. If you face unavoidable personal circumstances that require a longer extension, you must use the Special Circumstances: Unavoidable Personal Circumstances form.
- For Regulations and Policies please refer to the Programme Handbook relevant to the programme you are enrolled in.

School (indicate the School offering this course)	• Learning Development and Professional Practice
	• Counselling, Human Services and Social Work
	• Curriculum and Pedagogy
	• Critical Studies in Education
	• Te Puna Wananga
Course number	
Course name	
Assignment number	
Due date	(12.30pm for undergraduate, 4.30pm for Level 7 and above)
Course Lecturer	
Student Name	
Student ID number	
Email Address	

**Extension Request**

Reason for your request:

**Documentation to support request (attach copies to this form):**

Medical Certificate     Copy of Draft Notes     Other supporting evidence

Length of extension request:

**Student Signature:** I have read and checked the above and confirm I understand the notes and have provided complete, accurate and truthful information. (By submitting electronically I confirm that I have read and affirmed the above declarations)

**Please submit this request to:**

- Course Director/Administrator for approval
- Course Director/Administrator will submit approved form to Assignment Centre: foedassignments@auckland.ac.nz

**Do not attach to your assignment, please attach original coversheet**

The Assignment Centre co-ordinator will log approved extensions. These will show the next day as a change of due date in your assignment listing at <https://foedassignments.auckland.ac.nz>. Usual times apply.

**Staff use only:**

Extension approved?  Yes  No:    New due date: \_\_\_\_\_    Barcode #: \_\_\_\_\_

Approved by: \_\_\_\_\_    Date: \_\_\_\_\_    Signature: \_\_\_\_\_

Decision forwarded to the Assignment Centre: foedassignments@auckland.ac.nz

Entered into FEDDs database    Date: \_\_\_\_\_    Signature: \_\_\_\_\_