

# Request for Extension of Assignment Due Date

## Important notes:

- This form is to be completed for all assignment extension requests for assignments submitted by 1) Canvas upload or 2) handed in at the Assignment Centre
- Once completed please submit this request to the course coordinator (via Uni email or CANVAS course Inbox)
- Requests should be made at least one week in advance of the assignment's due date.
- Requests must 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 Course Director.
- 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.

<b>Programme</b> (Please select the programme you are enrolled in from the drop down box)	
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 - to be completed by student

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 the Course Coordinator for approval**  
**Do not attach to your assignment, please attach original coversheet for assignments submitted to the Assignment Centre**

## Course Coordinator to complete and submit:

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

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

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

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

Form to be retained as per requirements of the General Disposal Authority

## Process

- Course Coordinator will submit approved form to Assignment Centre: foedassignments@auckland.ac.nz
- Course Coordinator will advise student of outcome
- The Assignment Centre Co-ordinator will log approved extensions for assignments handed into the Assignment Centre
- Course Coordinators to put note in Speed-grader assignments comments box for assignments submitted via Canvas and EDSW-94 form forwarded to the Assignment Centre