



EXCELSIA
COLLEGE
Sydney - Australia

Document Name

EXTENSIONS POLICY AND PROCEDURE

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Purpose and Context

Excelsia College requires all students to complete scheduled unit assessment requirements by the due dates set, and to complete units of study within scheduled unit timeframes. This policy sets out the principles under which a student may be granted an extension of time to complete either an assessment or a unit, and the procedures that must be followed in such cases.

1. ASSESSMENT TASKS

For students seeking an extension to published assignment due dates, the following principles, procedures and limitations apply.

Principles

1. Assignment extensions are granted only where genuine student disadvantage, for reasons outside the control of the student, has been demonstrated.
2. In particular, extensions are NOT awarded in cases where student time or project mismanagement is the primary reason for the extension request.
3. No assignment extension should afford an undue or unfair advantage to the student over other students.
4. If unit assessment requirements remain incomplete after the end date of a scheduled unit a Fail [N] result will automatically be applied, unless an approved extension has been granted.

Regulations

In general there are ONLY four permissible types of circumstances for a late submission:

1. **medical** (with a Medical Certificate as supporting evidence);
2. **bereavement** (supported by funeral or similar notice);
3. **official** (evidence of studies being significantly interrupted by court, jury duty, immigration requirements, or similar official business over the timing of which the student has no control); and
4. **unforeseen circumstances of a serious nature** (beyond a student's control, for which the student is not responsible, and which will prevent the student from timely submission of an assessment task).

Procedures and Limitations

1. All extension requests must be submitted BEFORE the assignment due date.
2. All extension requests must be submitted in writing using the Application for Extension.
3. If desired, the Head of School may delegate authority to a Lecturer to grant limited extensions of up to 2 weeks. If, and only if, such delegation has been made, a student may negotiate ONE assignment extension per assignment of up to 2 weeks with and at the discretion of the Lecturer.
4. Students may negotiate ONE assignment extension per assignment of up to 4 weeks (inclusive of and NOT in addition to any previously granted extension) with and at the discretion of the Head of School.
5. In exceptional circumstances, students with supporting medical or other relevant documentation may negotiate ONE assignment extension per assignment of up to 8 weeks (inclusive of and NOT in addition to any previously granted extension) with and at the discretion of the Academic Director.
6. Assignment extensions of over 8 weeks will not normally be granted.

2. UNITS OF STUDY

The “E” (Extension) grade is an interim grade that may be awarded for a unit under certain circumstances. It is rarely given, and must be resolved at the earliest possible opportunity. This usually requires the completion and submission of outstanding work:

1. within 4 weeks of the publication of the “E” grade in the case of Semester 1 (mid-year) “E” grades, or
2. within 8 weeks of the publication of the “E” grade in the case of Semester 2 (year-end) “E” grades.

Principles

The “E” (Extension) interim grade may be awarded for a unit:

1. if the completion and submission of the final piece (or pieces) of work is delayed by one of the same categories of personal circumstances applicable to assessment task extensions. (See Regulations below.)
2. if the completion and submission of a final piece (or pieces) or work is delayed as part of an intervention strategy with a student at risk.
3. if the student is prevented from completing a final assessment task (or tasks) by an Institute-related circumstance (e.g. where performance facilities or assessors are not available before the final unit grades are due for moderation).
4. where an external professional practice cannot be completed in time through circumstances arising from the organisation or supervision of the placement.

Regulations

1. The award of an “E” grade requires the approval of the Head of School and the endorsement of the Moderation Committees. “E” grades for international students require the endorsement of the Registrar in order to ensure there is no breach of student visa conditions.
2. In general there are ONLY four permissible types of personal circumstances that may lead to the awarding of an ‘E’ interim grade:
 - i. **medical** (with a Medical Certificate as supporting evidence);
 - ii. **bereavement** (supported by funeral or similar notice);
 - iii. **official** (evidence of studies being significantly interrupted by court, jury duty, immigration requirements, or similar official business over the timing of which the student has no control);
 - iv. **unforeseen circumstances of a serious nature** (beyond a student’s control, for which the student is not responsible, and which will prevent the student from timely submission of an assessment task).
3. The “E” grade is an interim unit grade and must be resolved at the earliest possible opportunity. Normally this will require the completion and submission of outstanding work:
 - i. within 4 weeks of the publication of the “E” grade in the case of Semester 1 (mid-year) “E” grades, or
 - ii. within 8 weeks of the publication of the “E” grade in the case of Semester 2 (year-end) “E” grades.

Procedures and Limitations

1. The “E” grade may be awarded either in response to an application from the student coupled with a recommendation from the Lecturer, or by the Head in consultation with the Lecturer.
2. The “E” Extension grade is an occasional departure from normal grading made only for good and serious reason, and demanding early resolution.

3. The Head brings to the moderation meeting reasons for the use of the “E” grade together with a resolution timeline.
4. If approved, the Head formalises with the student the timeline and other expectations for resolution of the grade.
5. The Head follows up to ensure the grade is resolved in a timely manner, reporting the outcome to the Registrar under the Amended Grades procedure.
6. The Registrar presents the Amended Grade for moderation.
7. If approved, the Registrar publishes the resolved final grade.

Appeals

If a student believes that the application of this policy in a particular situation is inequitable and wishes to have the matter reviewed, an appeal may be submitted in accordance with the Institute’s Student Grievance Policy and Procedure.