

Extension Policy & Procedure

Assignment/Assessment or Unit

ALC requires students to complete the scheduled unit assessment requirements by the due dates set and to complete a unit of study within the designated scheduled unit timeframe. For students seeking an extension to published assignment due dates or scheduled unit end dates, the following procedures and limitation dates apply.

Scheduled unit completion implications

For all students undertaking study at ALC:

- Students are required to complete the scheduled unit assessment requirements by the due dates and before the end date of the scheduled unit, or apply for an extension in writing by completing an *extension request form* to apply for an approved extension where more than one additional week is required
- If unit assessment requirements remain incomplete after the end date of a scheduled unit an IF result will automatically be applied, unless an approved extension has been granted

If students do not complete a scheduled unit within the designated timeframe without an approved extension, but then decide to finish it, students will be required to re-enrol and pay the applicable scheduled unit fee. On re-enrolment recognition of previously completed and assessed work may be negotiated at the discretion the lecturer or Head of School.

Extension request types

If for a legitimate reason, a student cannot complete an assignment/assessment item by the published due date or a unit within the scheduled unit timeframe, he/she may apply in writing using the *extension request form* for a 'general extension' or a 'special circumstances extension'. Submission of the *extension request form* for an assignment extension must be made prior to the assignment due date. A trimester unit completion extension must be made at least 2 weeks prior to the end of a scheduled trimester unit and a semester unit completion extension must be made at least 4 weeks prior to the end of a scheduled semester unit. Extension requests must be for **an approved extension for a period no later than the unit or assignment limitation dates**.

Standard assignment/assessment limitation dates

Students may negotiate assignment extension dates for the completion of an assessment item directly with and at the discretion of the lecturer, but if the extension request exceeds one week, it needs to be submitted in writing on the *extension request form*.

Standard unit limitation dates

Students may negotiate unit extensions in writing on the *extension request form* for an extension not exceeding the following limitation dates:

- On campus trimester students
Maximum unit extension period 2 weeks after end of trimester end date
- Off campus and on campus semester students
Maximum unit extension period 4 weeks after end of final semester end date
- Lutheran Strand students
Maximum unit extension period 2 weeks after the end of the ALC cooperating university semester [at which you are studying]

Subject to a successful extension approval, an IC result may be allocated for the period of the approved extension, until the completed assessment item has been resulted and

added to the unit grade. An IF result will automatically be applied, if the extension period is not met.

General extension request

If a student believes that some genuine general life circumstances may have impact on their ability to complete one or more assignments/assessment items or on their ability to complete a scheduled unit, they may wish to submit an *extension request form* by filling in the "General Extension Request section. Additional supporting information may accompany the request.

Special circumstances extension request

If extenuating special circumstances beyond your control or not reasonably foreseeable during an enrolled scheduled unit of study the ALC 'Statement of reasons for special circumstances' may apply and the appropriate section on the *extension request form* is to be completed with accompanying support information to be provided [eg certificate of illness, bereavement, etc.]

ALC will reconsider a student's ability to complete a scheduled unit or parts thereof in relation to a scheduled unit of study if ALC is satisfied that 'special circumstances' apply to that student. ALC provides the following provision for 'special circumstances' for the application of assignment or unit extensions:

Special circumstances apply to the person if and only if the ALC is satisfied that circumstances apply to the person that:

- a) are beyond the person's control; and
- b) do not make their full impact on the person until on or after the census date for the unit of study in question; and
- c) make it impracticable for the person to complete the requirements for the unit during the period during which the person undertook, or was to undertake, the unit.

Circumstances beyond a person's control include:

- ALC will be satisfied that a person's circumstances are beyond that person's control if a situation occurs which a reasonable person would consider is not due to the person's action or inaction, either direct or indirect, and for which the person is not responsible.
- This situation must be unusual, uncommon or abnormal.

Circumstances that did not make their full impact until on or after the census date

- ALC must be satisfied that a person's circumstances did not make their full impact on the person until on or after the census date for a unit of study if the person's circumstances occur:
 - (a) before the census date, but worsen after that day; or
 - (b) before the census date, but the full effect or magnitude does not become apparent until on or after that day; or
 - (c) on or after the census date.

If a student believes that the application of the policy in a particular situation is inequitable and wishes to have the matter reviewed, an appeal may be submitted in accordance with the College's Grievance Policy: www.alc.edu.au/policies.asp

Completing and submitting the extension request form

Please follow the instructions on the form regarding completion and submission. For assistance please contact the Office of Registrar on 08 8267 7400 or 1800 625 193.