



CHRISTIAN HERITAGE COLLEGE

POLICY: Extensions

Policy Group(s):	Group B: Academic – 1: Students (Ref: B1/0197.1-1216)		
Related Policy:	Assessment Examinations Grievance Policy and Procedures for Domestic Students – Academic Grievances Grievance Policy and Procedures for Domestic Students – Non-academic Grievances Grievance Policy for Overseas Students		
Commencement Date:	January 1997	Review Date:	October 2021

POLICY STATEMENT

Intent:

CHC recognises that, from time to time, students encounter difficulties of either a personal or professional nature in the preparation and completion of assignments. CHC also recognises the need for fairness in its dealings with students. This policy seeks to recognise that, on occasion, students require extended periods of time for the completion of assignments and this policy and the related procedure outlines clearly the circumstances under which a student could apply for an extension and the procedure for doing so.

Scope:

This policy applies to all CHC students, undergraduate and postgraduate.

Restrictions: Nil

Exclusions: Nil

Objectives:

1. To encourage communication from students regarding the circumstances that may necessitate the late submission of an assessment task(s).
2. To clearly state the circumstances under which a student is eligible for an extension.
3. To clearly state the penalties for submitting an assessment task beyond the due date.

Policy Provisions:

1. General

- 1.1. An extension must be applied for at least 24 hours prior to the specified due date. It may be deemed that the particular circumstance of a student is such that this requirement is waived.

- 1.2. Assignments that are submitted past the specified due date may incur an academic penalty as per the guidelines of each School. These are noted in the School Handbooks.
- 1.3. In extenuating circumstances, such as disabilities, special needs, illness, bereavement, major accident or serious personal difficulties, students may apply to have this penalty waived by seeking an extension of due dates.
- 1.4. The online *Request for Extension* forms are made available on the CHC website.
- 1.5. The date of application is the date upon which the relevant *Request for Extension* form is received by CHC.

2. Granting of Extensions

- 2.1. Academic staff may grant extensions to due dates for individual assessment tasks relating to units of study.
- 2.2. Academic staff may choose to mark a piece of assessment for which application for an extension has not been made if there were extenuating circumstances making communication prior to the due date difficult.
- 2.3. Extensions may be granted with or without penalty:
 - 2.3.1. If the circumstance predicating the application for the extension was beyond the student's control and impacted upon their capacity to complete the task on time an extension without penalty may be granted.
 - 2.3.2. If the circumstance predicating the application for the extension was not beyond the student's control and impacted upon their capacity to complete the task on time an extension with penalty may be granted.
 - 2.3.3. Penalties applied are determined by the School in which the unit is housed. Details of these penalties are included in the relevant School Handbook.
- 2.4. If the revised dates are not met, and no communication is to request a further extension to due dates, the final exit grade of IF will be awarded.
- 2.5. Where an extension is sought for a revised due date within a semester (please refer to the definitions below) the Dean or Dean's nominee of the relevant unit is responsible for the decision. Such decisions are to be made with reference to provision 1.3 above.
- 2.6. Where an extension is sought for a revised due date after the end of a semester the Dean of the School in which the unit is housed is responsible for the decision and may grant a revised due date of up to six months. Such decisions are to be made with reference to 1.3 above. The Dean may devolve this responsibility to the appropriate Course Coordinator or nominee.
- 2.7. Where an extension of more than six months is required, the Dean must consult with the Vice President (Advancement and Operations) and Academic Registrar to discuss and determine enrolment ramifications.

3. Penalties

- 3.1. As noted in 1.2, each School determines whether a penalty is to be applied to the late submission of an assessment task and the details of the penalty.

4. Formal Approval and Communication

- 4.1. A student should not assume an extension is granted upon the submission of an online *Request for an Extension* form.

- 4.2. Formal approval from the lecturer or Dean for an extension must be received for the extension to be valid.
- 4.3. Students will be notified of the outcome of the request via an email sent to their CHC account.

Supporting Procedures and Guidelines

Extensions of a Revised Due Date Within a Semester

1. Student Procedure

- 1.1. To apply for an extension of due dates within the semester, a student is required to complete the relevant online *Request for Extension* form available on the CHC website. This should be accompanied with supporting documentation as appropriate (e.g. medical certificates).
- 1.2. There are versions of the *Request for Extension* forms appropriate to each School on the website. Students are to select the appropriate form according to the school that offers the relevant unit.
- 1.3. Students will be notified of the outcome of the request via an email sent to their CHC account.
- 1.4. If a student's request for an extension is approved, a copy of the email notifying the student of the approval is to be attached to the relevant assessment task and the assessment task submitted in the normal manner by the close of business on the revised due date. Assessment tasks which are not submitted by the revised due date will be subject to the normal penalties.
- 1.5. If a student's request for an extension is approved for an assessment submitted via Turnitin™ approval of the extension request will be sent via email and the assessment submission date will be amended on Moodle™ accordingly. Assessment tasks which are not submitted by the revised due date will be subject to the normal penalties.
- 1.6. If a student's request for an extension is not approved, the specified due date applies and late submission will incur the normal penalties.

2. Staff Procedure

- 2.1. Upon receipt of an online *Request for Extension* form, the lecturer will assess the request taking into account the guidelines of disabilities, illness, bereavement, major accident or serious personal difficulties.
- 2.2. The decision regarding the request for an extension is to be noted on the form with the revised due date, and the form forwarded to the School Administration Officer.
- 2.3. The School Administration Officer will note the outcome on a School database and email the student.
- 2.4. If the revised dates are not met, and no communication is received to request a further extension to due dates, the normal penalties will apply.

Extensions of a revised due date beyond the end of a semester

3. Student Procedure

- 3.1. To apply for an extension of due dates within the semester, a student is to complete an online *Request for Extension* form available on the CHC website. This should be accompanied with supporting documentation as appropriate (e.g. medical certificates).
- 3.2. Students will be notified of the outcome of the request via an email to their CHC email account.

- 3.3. If a student's request for an extension is approved, a copy of the email notifying the student of the approval is to be attached to the relevant assessment task and the assessment task submitted in the normal manner by the close of business on the revised due date.
- 3.4. If a student's request for an extension is approved for an assessment submitted via Turnitin™ approval of the extension request will be sent via email and the assessment submission date will be extended on Moodle™ accordingly. Assessment tasks which are not submitted by the revised due date will be subject to the normal penalties.
- 3.5. If a student's request for an extension is not approved, the specified due date applies and late submission will incur the normal penalties.

4. Staff Procedure

- 4.1. Upon receipt of a request and supporting documentation the Dean or delegate will assess the request taking into account the guidelines of disabilities, illness, bereavement, major accident or serious personal difficulties.
- 4.2. The Dean will advise the School Administration Officer of the outcome.
- 4.3. The School Administration Officer will note the outcome on a school database and email the student accordingly. The School Administration Officer will re-open the Moodle™ page for students who have granted extensions to due dates beyond the end of a Semester.
- 4.4. If the revised dates are not met, and no communication is received to request a further extension due date the normal penalties will apply.

5. Guidelines

Revised dates which result in extensions beyond six months invariably have implications for enrolment and these must be considered in consultation with the Vice President (Advancement and Operations) and Academic Registrar. Compliance issues with the HESA and Commonwealth Guidelines need to be considered in determining extensions. Please note the date of the request is the date on which the completed form is received by CHC.

POLICY FURTHER INFORMATION

Relevant Commonwealth/ State Legislation: *Tertiary Education Quality and Standards Agency (TEQSA) Act (Cth 2011)*
Commonwealth Fairness Guidelines
Higher Education Standards Framework (2015)

ACCOUNTABILITIES

Implementation: Boards of Studies

Compliance: Nil

Monitoring and Evaluation: Boards of Studies

Development/Review: Academic Registrar's Office

Approval Authority: Academic Board

Interpretation and Advice: Academic Registrar's Office

WHO SHOULD KNOW THIS POLICY?

Academic Registrar
 Academic Staff
 Academic Administration Staff
 Students
 Vice President Advancement and Operations

EFFECTIVENESS OF THIS POLICY

- Performance Indicators:**
- Ratio of late assessment tasks: extension applications.
 - Number of appeals

Other

Definitions and Acronyms:

CHC	Christian Heritage College
End of Semester	The date advertised in the academic calendar each year and is available in the Student Handbooks and on the CHC website.
Dean	The head of the school administering a course, includes the Executive Director, Millis Institute
School	The academic organisational units of CHC, includes the Millis Institute

APPROVAL – section maintained by the Deputy Registrar Academic Quality

Reference No.	Approved	Date	Committee/Board	Resolution No./ Minute Ref.
B1/0197.1	Yes	January 2007	Academic Board	

REVISION HISTORY – section maintained by the Deputy Registrar Academic Quality

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No./ Minute Ref.
0701	Approved	18/08/2006	Academic Board	4.4
0801	Approved	06/09/2007	Academic Board	4.4
1109	Approved	19/11/2009	Academic Board	4.2
0213	Approved	07/02/2013	Academic Board	4.2
1216	Approved	02/12/2016	Academic Board	4.1

CHC EXTENSIONS POLICY

