

5.4.11 Extensions of Due Dates for the Submission of Written Materials

Operating Policy and Procedures

1. Policy

It is the policy of the Navitas College of Public Safety that students who are unable to submit work for assessment by the due date are given the opportunity to apply to submit the work at a later time, within strictly prescribed parameters.

2. Purpose

The purpose of this policy is to ensure that:

- the process is strictly controlled and prescribed in order to discourage abuse or overuse by students and to assist in maintaining the efficient operation of the administration and marking of submitted work;
- students are provided with information regarding applying for extensions;
- students comply with College rules regarding applications for extensions;
- granting of extensions is applied fairly and consistently;
- extensions are granted sparingly and only in exceptional and “genuine” circumstances;
- applications are considered in a timely manner; and
- the outcomes are communicated to all concerned and recorded.

3. Responsibility

The Registrar is responsible for compliance with this policy.

4. Guidelines

- 4.1 Rules regarding extensions of due dates in general are published in the Student Diary, which is issued to each student at the commencement of their academic year and available on the website.
- 4.2 Subject information concerning submission of written materials is made available to students at the beginning of each trimester and provides submission times, venues and dates, explains the procedure for applying for extensions, and the penalties incurred for late or non-submission (refer to Policies 5.4.10 – *Submission of Written Material* and 5.6.12 – *Did Not Sit Result*).
- 4.3 Applications for extensions must be made using Form NF517 – *Application for Extension for Submission of Written Work* (available on the NCPS website and from Student Administration), and lodged with Student Administration at least 3 days prior to the due date of the written work.
- 4.4 If a student misses the three day deadline and their situation indicates that they may be eligible for Special Consideration, the student must be advised of this option (refer to Policy 5.6.4 – *Special Consideration*).
- 4.5 An application will not be accepted at all if it is:
 - submitted to teaching staff or persons other than Student Administration staff;
 - submitted in an inappropriate format such as via the telephone or email;
 - submitted without supporting documentation or a statutory declaration; or
 - received after the three day deadline.

- 4.6 Extensions are considered by the Registrar immediately and in consultation, if necessary, with the subject lecturer.
- 4.7 Each extension application is considered on its merits, but the Registrar will also take into consideration the student's prior history of requests for extensions.
- 4.8 Extensions will generally only be granted in extreme circumstances such as illness, accident, bereavement or personal trauma.
- 4.9 Applications must include supporting documentation, such as a medical certificate. In the absence of supporting documentation, a statutory declaration is required.
- 4.10 Extensions will not be granted in cases of computer or printer problems, conflicting study or work commitments or because of poor time management.
- 4.11 If an Application is successful, and a new due date set, any other work due on the same date must still be submitted on time ie: a student cannot request an extension for another subject simply because the new due date for the first subject now conflicts with other work due.
- 4.12 If an extension is granted, the maximum extension of the due date which will be generally granted is one week for full-time students and two weeks for part-time students.
- 4.13 If the application for an extension is refused, and the student is unable to meet the submission deadline, the written work will be treated as a late submission.
- 4.13.1 *Late Submission* – A late submission occurs where a student fails to submit a written assessment task by the due date and time as specified and has not sought an extension or Special Consideration, or has sought an extension or Special Consideration but this has been refused (refer to Policy 5.6.4 – *Special Consideration*). A lecturer may refuse to accept a late submission. If the piece of assessment is accepted, it will be penalised by an incremental loss of marks, depending on the date submitted. The work will not be accepted at all after a period of one week (refer to Policy 5.4.10 – *Submission of Written Materials* for greater detail regarding late submissions), and the result for the assessment piece and therefore the entire subject will be recorded as a Did Not Sit (DNS) (refer to Policy 5.6.12 – *Did Not Sit Result*).
- 4.14 This policy applies to both written material submitted centrally to Student Administration and written material submitted directly to tutors/lecturers, and applies to submission in both either hard copy and electronically.
- 4.15 Student Administration maintains records of all extension applications and outcomes.
- 4.16 At the meetings of the Board of Examiners and Higher Education Board following the conclusion of each trimester, the Boards are presented with extension statistics.

5. **Procedures**

- 5.1 Due dates for the submission of written work must be published in each subject outline and on the website at the beginning of each trimester (refer to Policy 5.4.10 – *Submission of Written Materials*).
- 5.2 Any student wishing to apply for an extension must do so on the appropriate form - Form NF517 - *Application for Extension for Submission of Written Work* – which is available from the Student Administration Office and on the NCPS website.
- 5.3 This completed form and supporting documentation must be submitted to Student Administration at least three days prior to the due date of the work. The form must be lodged in person or mailed. Emailed forms may be accepted in exceptional circumstances.
- 5.4 Student Administration will complete the relevant Office Use Only sections on the forms and forward the application to the Registrar for urgent attention, accompanied by a history of extension requests by the student who has submitted the application.

- 5.5 The Registrar must consider all applications immediately upon receipt, and will consult the subject lecturer if appropriate.
- 5.6 The Registrar will complete the relevant Office Use Only sections of the application form and return the form to the Student Administration Officer.
- 5.7 The outcome of the decision must be communicated immediately by phone or email to the student by the Student Administration Officer and, if the extension has been granted, the new due date.
- 5.8 The Assignment Receipt sheet in the Student Administration Office must be amended to indicate the date the written work will be submitted, or that the application has been refused.
- 5.9 If approved, the application must be kept in the Extensions in-tray in Student Administration until the written work is submitted.
- 5.10 Upon submission, the work must be forwarded immediately to the subject lecturer with a copy of the Application attached to the front.
- 5.11 The original Application form must be filed in the student's file.
- 5.12 The request must be recorded in the Student database.
- 5.13 A record of all applications must be maintained electronically on the shared network drive (N drive) in the Student Administration folder, and in hard copy in the Extensions Applications folder in the filing cabinet.

The detailed Operating Procedures that accompany this policy ie: 5.4.11.1, including the PEPI procedures, are kept on the shared network drive (N drive) in the Student Administration/Procedures folder, and in hard copy in the Procedures folder in the Student Administration Office.

6. Authority

Authorised by the Program Director.

7. Approval

Approved by the Higher Education Board on 27 February 2004

Refer also to Policies 5.4.10 –*Submission of Written Materials*, 5.6.4 – *Special Consideration*, and 5.6.12 - *Did Not Sit Result*.

Amendments

Date	Modified by	Sections amended/added	Approved by HEB (if required)
7/12/07	Christine Ashton	All references to semesters replaced with trimester.	Minor change
22/05/09	Jodie Reeve	Logo changed	Minor change
09/11/09	Christine Ashton	Change of name and logo	Minor change
27/11/09	Jodie Reeve	Amended document references	Minor change