

# MORLING COLLEGE

## ESSAY/ASSIGNMENT EXTENSION REQUEST

*This form is current from Semester 2, 2008*

**Submission:** All assessment work must be presented at the College office (not to the lecturers) no later than 9am on the day after the due date. Extension of time will not normally be granted.

*Please note these new penalties*

**Penalties for late submission:** From Semester 2, 2008, all late work will be penalized 10% per week *or part thereof* for four weeks; beyond four weeks late all marks are forfeited, but the item must still be submitted in order for the subject requirements to be met.

*Please note these new penalties.*

Penalties for late essays will only be waived in extenuating and exceptional circumstances, such as illness confirmed by a medical certificate. The request should be made on this form within one week of the due date for the item. Church responsibilities and "being busy" will not be regarded as adequate grounds for waiving the penalty.

**Special conditions at end of semester:** After the last Wednesday of lectures in a semester no extension is available, except under extraordinary circumstances. The penalty for lateness from this point is **an additional 5% deduction** (on top of any penalty already incurred) **for every weekday** (i.e. Saturday and Sunday are not included in the calculation). After the last day of the official study week all marks are forfeited.

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### REQUEST for EXTENSION of TIME for submission of an assessment item

NAME: .....

SUBJECT: .....

LECTURER: .....

REASON for request: .....

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DATE DUE (*before extension*) .....

DATE DUE (*after extension*) .....

SIGNED: ..... DATE: .....

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Lecturer's comment: .....

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Course Advisor's decision: .....

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***SUBMIT the ITEM with this form ATTACHED***