

MCSI Request for Extension Form

Instructions: The student should complete Part 1 of the form and pass the form to the lecturer for completion of part 2. The completed form should be attached to the assignment when it is submitted.

Please note, a Request for Extension can only be made before the due date for the assignment.

Part 1: Student to Complete:

MCSI Unit Code & Title: _____

Year/Semester: _____ Class Day/Time: _____

Student's Name: _____

Student's Phone No: _____ Student's email: _____

Description of assignment for which extension is being requested (eg. Essay 1, tutorial presentation):

Due Date of Assignment: _____

Requested new Due Date: _____

Reason for request for extension (Please briefly and clearly explain the reason for your request for an extension. Attach copies of medical certificates or other documentation as relevant):

 Signature of Student

 Date

Part 2: Lecturer to Complete:

Please tick one of the boxes below and sign. In the case of this request not being approved, please provide an explanation in the space provided.

Please return the form to the student, who should submit the form to the MCSI office with the completed assignment on the agreed new date.

The above request for extension is approved.

The new due date for this assignment will be: _____
 Insert Due Date

The above request for extension is approved but will incur a _____ % Penalty¹

The new due date for this assignment will be: _____
 Insert Due Date

The above request for extension is not approved. The request for an extension has been refused because: _____

 Signature of Lecturer

 Date

¹ Standard penalty for late assignments is 5% loss of available marks per calendar day after the due date