

Tabor College NSW

POLICY on ASSIGNMENT EXTENSIONS

RATIONALLE

This extension policy has been created to address the issue of students requesting extensions. There are a number of background matters that need to be considered.

Firstly, in the Student Handbook, the general learning outcomes for all courses, state that 'at the completion of the course, students will be able to exercise self discipline in study'. The college fails students if it allows a lack of self discipline as a reason for granting an extension. The college is also in danger of receiving a reputation for being lax, thus discouraging discerning potential students from enrolling.

Secondly, Tabor College contracts with the student to provide a subject for one subject period (i.e. term, semester or year). Any competency or assessment needs to be demonstrated during that time. If a student wishes to demonstrate competency beyond that stated time period, they will incur normal fees and penalties. This ensures that our largely casual lecturers and administration staff are not unduly inconvenienced, chasing up assignments and marking well after the end of their contracted time period. Extra costs incurred by Tabor College need to be passed onto the student.

Thirdly, while we sincerely want to see all students successfully completing their studies, we are also required to meet the standards of a Higher Education Provider. Tabor College, to be a recognised leader in Christian Tertiary Education, must have standards of quality comparable with excellent tertiary institutions.

REGULATIONS ON ASSIGNMENT EXTENSIONS

Penalties are applied for late submission of assignments, i.e. loss of 20% of available marks for assignments up to one week late, loss of 40% of available marks for assignments one to two weeks late, and no mark at all for assignments over two weeks late. In this final case, the student will receive a fail grade for that assignment. This is a national regulation and applies to all Tabor campuses.

Students may apply for extensions on genuine compassionate grounds and extenuating circumstances. Generally, taking too many modules at a time, poor time management, excessive workload, computer failure and church or ministry commitments are not acceptable reasons. To apply for an extension, a student should complete a *Request for Extension Form* found on the website and in the first row of pigeon holes outside the entrance to the office, and lodge this in the office post box for the registrar prior to the due date of the assignment. The registrar will communicate with the relevant lecturer, if it is deemed necessary. If the reasons for the request are within the college policy, an extension will be granted. The registrar will sign the form, make sure that the revised due date is entered on the form, note the details on the subject mark sheet and return the form to the student.

If an extension is granted, the student should attach the signed Request for Extension Form to the assignment along with the cover sheet when the assignment is finally submitted. The Registrar will remove this from the assignment when it arrives in the office and file it in the student's file. This will provide a ready record of whether a particular student is prone to gaining extensions.

No extensions will be granted that extend beyond two weeks after the end of the last week of teaching for the module concerned. Therefore, the maximum time limit is the Friday of the week after exam week.

In addition, in examinable modules, students are expected to have completed all assignment work before sitting the examination.

REGULATIONS ON SPECIAL ASSIGNMENT EXTENSIONS

If a student is unable to complete assignment work by the extension deadline set by the registrar, or if a student has failed or will fail a module because of incomplete assignment work, they can apply for a Special Assignment Extension which will only be considered where there were extenuating circumstances. To apply for a special extension, a student should complete a *Request for Special Assignment Extension Form* available from the Registrar, and lodge this in the office post box for the registrar prior to the extended due date of the assignment. Such extensions need to be tabled and approved by the relevant Faculty Head of the enrolled course. If approval is given, it is to be within a strict time frame - generally no later the end of the mid-semester break following the semester of enrolment in the module.

Applications for special extensions must be accompanied by a certificate or opinion, provided by a competent person, including doctors, counselors, pastors, etc., which substantiates the claim that one of the following special circumstances, such as the following, exist or existed:

1. medical circumstances; or
2. family circumstances; or
3. personal circumstances; or
4. employment related circumstances; or
5. course related circumstances; or
6. hardship.

Where insufficient work has been submitted for a student to pass a subject, an appropriate extension has not been granted, or a student fails to submit before the reviewed extension date, a Fail grade will be awarded. To pass such a subject, a student must re-enrol in the subject which involves paying full fees. They can apply for RPL in the normal process for work that was previously completed.

Where a student fails an assignment and is given an opportunity to re-submit, an extension, provided by the registrar, which extends more than two weeks after the end of the semester, needs to be tabled and approved by the relevant Faculty Head.

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**TABOR COLLEGE NSW
ASSIGNMENT EXTENSION
REQUEST FORM**

MUST BE SUBMITTED BEFORE due date of the assignment
Applications will not be accepted after due date.

Student:

Module (subject):

Lecturer:

Title of assignment:

Original due date of assignment:

Date assignment extension request lodged:

Reason for extension (Extensions will not be given for taking too many modules at a time, poor time management, excessive workload, computer failure and church or ministry commitments):

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RESPONSE: Extension: <input type="checkbox"/> GRANTED / <input type="checkbox"/> NOT GRANTED	
Length of time: 1 week / 2 weeks / other	Revised due date:
Registrar's signature:	Date approved:
<i>Students - please attach this approved extension form to the relevant assignment. Failure to do so will result in a penalty for late work.</i>	



**TABOR COLLEGE NSW
SPECIAL ASSIGNMENT
EXTENSION REQUEST**

MUST BE SUBMITTED BEFORE due date of the assignment
Applications will not be accepted after due date.

Student:

Module (subject):

Lecturer:

Title of assignment:

Original due date of assignment:

Extension due date of assignment:

Date special assignment extension request lodged:

Reason for extension (Extensions will not be given for taking too many modules at a time, poor time management, excessive workload, computer failure and church or ministry commitments):

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RESPONSE: Extension: <input type="checkbox"/> GRANTED / <input type="checkbox"/> NOT GRANTED	
Length of time: 1 week / 2 weeks / other	Revised due date:
Registrar's signature: on behalf of Faculty	Date approved:
<i>Students - please attach this approved extension form to the relevant assignment. Failure to do so will result in a penalty for late work.</i>	