Managing Extensions on Compassionate Grounds for Undergraduate Degrees

The Teaching and Learning Committee approved the following statements to apply to Undergraduate Degrees at its meeting held 10 November 06. There are 3 elements to this policy on extensions:

- Requests and responses in writing
- Compassionate grounds policy
- Policy for late submission of assignments without extensions

1. Requests for Extensions.
   All requests for extensions need to be in writing as per instruction on the topic SAM form* (email is acceptable). Students must keep a copy of confirmation of extensions granted.

   * Note: Coordinators to ensure that their process for managing extension requests and approvals it is clear on the SAM.

2. Compassionate Grounds
   - Extensions for less than 7 days on compassionate grounds to be at the topic coordinator’s discretion. Topic Coordinators of large topics may need to delegate authority to tutors.
   - For extensions exceeding 7 days on compassionate grounds, documentation is required by topic coordinator. (This may in some circumstances include advice to students to seek counseling with Flinders Health and Counseling Service, which is a free service).

3. Late Submission of Assignments without extensions granted.
   - All assignments that do not meet the deadline stated on the topic SAM form and for which an extension has not been granted, will incur:
     - a maximum grade of Pass (50%) if submitted within one week of the due date
     - BUT a fail grade of 0%, if submitted by more than one week after the due date

Action:
A copy of this document will be:
- included in Staff Induction Booklet
- added to School of Education Policies
Items 1 & 3 above are to be included on all Statement of Assessment Methods forms for each topic