ASSIGNMENT EXTENSION GUIDELINES

Extensions for assignments can be submitted to the Commerce Student Centre for consideration for all undergraduate and honours subjects offered by the Faculty of Business and Economics. Students should be aware that assignment submission dates are provided to students well in advance to enable students to effectively plan their study commitments. The granting of the extension is at the discretion of the Commerce Student Centre and in some cases, consultation with the relevant subject coordinator.

Extensions may be granted for unforeseen circumstances that impact for a sustained period during the time allocated for the preparation of an item of assessment. These include, but are not limited to:

- **illness or a medical condition**, supported by a medical certificate;
- **injury or physical or psychological trauma, impairment or incapacity arising from an event** (eg. as a result of a car accident), supported by a medical certificate and related documentation (eg. police report);
- **the death or diagnosis of a serious illness of a close family member or friend**, supported by documentary evidence, and an explanation of the nature of the relationship;
- **illness of a child, parent/guardian, or spouse, for whom the student is the primary care giver**;
- **an unforeseen event that substantially impacts on the preparation of an assignment**, such as family breakdown or substantial change to economic circumstances (eg. bankruptcy), supported by documentary evidence;
- **legal commitments**, where a student is called for jury duty or is subpoenaed to attend a court, tribunal or hearing, as supported by documentary evidence.

Extensions are **not appropriate** in circumstances when:

- **Computer failure**: Software crashes; disk failures and printing difficulties are an unavoidable aspect of computer use and should be anticipated and planned for. Discretion may be applied if computer failure affects submission of an assignment with preparation of less than a week and extensions of up to 24 hours may be granted. **Students are strongly encouraged to keep electronic and/or hardcopies of their assignments.**
- **Assessment tasks in other subjects**: Students are given fair notice of assessment due dates and are expected to manage their time in order to meet the set deadlines. This specifically includes assessment resulting from an approved overload.
- **Employment responsibilities** and routine financial support needs
- **Social activities and commitments**
- **Stress or ‘normal’ anxiety**: The stress or anxiety normally associated with the completion of required assessment tasks or any aspect of course work is not considered grounds for an extension. A medically diagnosed anxiety disorder may be grounds for an extension or other accommodation under the policy for Students Experiencing Academic Disadvantage.
- **Study Difficulties**: Difficulties adjusting to university life, to the self discipline needed to study effectively, and to the demands of academic work, or resulting from a lack of knowledge of the requirements of academic work and failing to anticipate correctly the time required to complete a specific task, are not grounds for extensions. The University provides specific support programs, such as learning skills programs offered by the Academic Skills Unit, and students should consult with a student adviser about these options.
- **Language Difficulties**: Students are expected to possess a specified competency in English. Students experiencing English-Language difficulties should consult with a student adviser about ESL support options, such as those offered by the Academic Skills Unit.
- **Minor inconvenience**: Extensions will not be granted for inconvenience rather than disadvantage.