

## **Disability Service**

### **Assignment Extensions for Students with an Academic Integration Plan (AIP)**

If you are a student with a Disability and require an extension, regardless of whether the provision of extensions is an adjustment in your AIP, you are required to follow the University's policies and procedures in applying for an extension.

Should an extension be granted, the length of the extension will be negotiated, between the Unit Coordinator (or nominee) and the student. A student's individual circumstances will be taken into consideration when determining the extension duration, however it is not at the discretion of the student to determine the length of the extension.

If provision of an extension is NOT an adjustment of your AIP, then you are not automatically entitled to an extension.

### **Applying for an extension**

To apply for an extension, all students are required to:

1. Submit a "Request for Extension" application form (no later than two working days after the due date of the assessment)
2. Attach supporting documentation to your application relevant to your request
  - a. if provision of an 'extension on assignments' is an adjustment in your AIP, and your reason for requesting an extension is on the basis of your disability, attach a copy of your AIP, together with a written statement that the extension being sought is a direct result of your disability or chronic health condition.
  - b. If your AIP does not incorporate provision for extensions, or if your reason for requesting an extension is not related to your disability (eg. Due to the death of a family member etc), then an AIP is not sufficient and relevant documentation is required (eg. Certified copy of the Death certificate for that family member)
3. Email both the lecturer/tutor and Unit Coordinator to inform them that you have submitted an extension application.
4. If your application is approved, the length of the extension should then be negotiated with the Unit Coordinator (or nominee). Make sure you always confirm in writing what your new due date for the assignment is, even if you have negotiated it in person
5. Submit your assessment by the due date negotiated between you and the Unit Coordinator (or nominee).

If you have submitted your extension application on time and you have any issues with approval or negotiating the extension duration with the Unit Coordinator (or nominee), contact your Disability Advisor as soon as possible.

If you are unable to submit your assessment by the extended due date, and require a second extension, you will need to provide additional supporting documentation to support your request. Attaching your AIP to a second request for an extension on the same assessment is not sufficient evidence.

If you do not submit your application for an extension within the required timeframe, you may be eligible to submit an application for Special Consideration, however you will be required to attach relevant supporting documentation to your application. An AIP is not sufficient evidence to support a Special Consideration application.