



**ASSIGNMENT EXTENSION**

**Please read instructions on the reverse of this form**

**INSTRUCTIONS**

Student's Name \_\_\_\_\_

Student's Number \_\_\_\_\_

Lecturer's Name \_\_\_\_\_

Subject & Year \_\_\_\_\_

Topic \_\_\_\_\_

Due Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reason for Extension \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Please continue on another page if more space is needed.)

Medical Certificate Attached    YES     NO

**ASSIGNMENT EXTENSION AUTHORIZATION**

Assignment Extension granted    YES     NO

Date Extended to    \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Lecturer's signature    \_\_\_\_\_

Date:    \_\_\_\_ / \_\_\_\_ / \_\_\_\_

1. Complete the *Assignment Extension* form.
2. Take *Assignment Extension* form to the lecturer for approval and new due date. Approval and new due date must be obtained before original due date
3. Make two photocopies of signed *Assignment Extension* form. Give one photocopy to lecturer and keep one photocopy for your records.
4. Attach original signed *Assignment Extension* form and an *Assignment Cover Sheet* **firmly** to your assignment. Use staples, plastic envelopes or folders, NOT glider clips or turned-down corners. It is not the responsibility of the lecturer to gather and sort loose material.
5. Give assignment **directly to lecturer.** Do not hand in at Office. Allow yourself time to find lecturer. Keep a copy of your assignment.

**ASSIGNMENTS MUST BE SUBMITTED  
BEFORE 4:00pm ON DUE DATE**