

## Application for Assignment Extension

### Professional Programs

**Please read the reverse side for important information on the approval application process.**

This application is for requesting an extension to complete and submit an assignment. Please PRINT clearly and complete the entire form. Submit to the Department Chair/designate.

\_\_\_\_\_  
 Name Student ID# Name of Program  
 \_\_\_\_\_  
 Email \_\_\_\_\_ Phone # \_\_\_\_\_

I require an extension to complete the following assignment/s:

Course	Course #	Assignment	Name of Facilitator	Due Date

Reason for Requesting Assignment Extension: Please explain in detail and provide any available documentation to support your request: (include additional information on a separate sheet if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have attached all supporting documentation to this form. Yes \_\_\_ No \_\_\_  
 Have you requested Assignment Extension before? Yes \_\_\_ No \_\_\_

\_\_\_\_\_

Student Name (Please Print) Student Signature Date

*For office use only.*

This request has been: \_\_\_Approved \_\_\_Denied

\_\_\_\_\_

Department Chair/Designate Signature Date

This information is collected for the purposes of providing services to students. It is collected under the authority of the Freedom of Information and Protection Act, the Personal Information Protection Act, and Columbia College's Privacy Policy. If you have any questions about the collection or use of this information, please contact the Registrar.

## Application for Assignment Extension – Professional Programs

### General Regulations:

All assignments must be submitted according to the dates provided in the course syllabus or as requested by your facilitator/Department Chair/designate.

If you are absent when an assignment is due, it must be handed in upon arrival on the next day back to school. There will be a grade penalty of minus 5% per calendar day. Waiving the penalty is at the discretion of the Department Chair/designate.

If you are emailing your assignment to your facilitator, it is your responsibility to ensure that the assignment successfully reached the facilitator.

### If you miss an assignment deadline due to Absence:

An Assignment Extension may be allowed in the following circumstances:

- Illness/Medical
- Personal Reasons/Crisis

### Application and Approval Process

1. Complete the Application for Assignment Extension in full.
2. Provide any available documentation. It must consist of original documents that can be verified.
3. Submit the application form to the Department Chair/designate a minimum of 48 hours before the due date.
4. Should an emergency occur after the 48 hour deadline, extension may be granted at the discretion of the Department Chair/designate. In this circumstance please submit your Application for Assignment Extension with support documentation to your Department Chair/designate as soon as possible.
5. The Department Chair/designate will inform you by email within 2 days of receipt of the Application if your application for assignment extension has been approved or denied. Your facilitator will also be informed by the Department Chair.
6. A fee may be charged for an assignment extension. Fees may be charged if the College must hire faculty to mark the assignment/s/lab evaluation after the course has ended. The fee will vary according to the situation (i.e. hire faculty to mark the assignment). This fee may be waived by the Department Chair.
7. Where an extension is granted, the assignment must be completed and submitted by the end of the course or you will receive a zero on your assignment. This may result in a failing grade in your course.
8. If the assignment extension date goes beyond the end of the course, the Department Chair will submit to the Registrar's office an Incomplete Grade form.
9. Each application will be considered on a case-by-case basis.
10. A decision may be appealed by following the Student Appeal Policy available on the Columbia College website, at the Main Office Bldg. 802, and from the Department Chair/designate.