



Melbourne School of Psychological Sciences Extension Request Form

INSTRUCTIONS FOR STUDENTS:

1. ALL extension requests require documentation to support your extension request
2. Extension requests should be made **prior** to the date the piece of assessment is due.
3. Complete Parts A and B and take the form to the Psychology Office on the 12th Floor, Redmond Barry Building
4. Please allow up to 5 days for processing. (Processing may be expedited in special cases). **Do not** assume that your extension request will be automatically granted. You **must** collect the reply slip **before** submitting the work and attach it to the front of your work.
5. Reply slips will be available for collection from the Psychology Office.

A. PLEASE PROVIDE DETAILS OF THE SUBJECT

Subject Code: _____ Lab Class: _____

Subject Name: _____

B. PLEASE COMPLETE:

NAME: _____ STUDENTNO: _____

PHONE NO: _____ LAB CLASS: _____

I would like to apply for an EXTENSION for (piece of assessment): _____

DUE DATE: _____ LECTURER/TUTOR: _____

I would like the extension to be for _____ day/s, i.e., until ____/____/____

For the following reason: _____

(Students giving ill health as a reason should present a medical certificate (copy and original) and/or covering letter to the Psychology Office).

Student's Signature: _____ Date: ____/____/____

C. OFFICE USE ONLY:

[PROCESSED BY: NAME: _____ DATE: ____/____/____]

Extension is granted not granted until Date: ____/____/____

STUDENTS RECORD:

PLEASE STAPLE THIS SLIP TO THE FRONT OF YOUR WORK

NAME: _____ STUDENT NO: _____

Your request for an extension for _____

due on _____ has been granted not granted .

Your work is now due ____/____/____

Approved by: _____ Date: ____/____/____

STUDENTS PLEASE NOTE: Your work should be submitted on the new due date into the appropriate posting box.