

SA.12	EXTENSIONS & LATE ASSIGNMENTS		
APPROVED BY	ACADEMIC BOARD	Reviewed	2026
REVIEW STAKEHOLDERS	▪ PRINCIPAL	Minor Edit	
	▪ ACADEMIC DEAN	Review period	3 Years
	▪ HEADS OF SCHOOL	Next review	2029

1 PURPOSE

This policy sets out the processes for when a student either perceives that they will not be able to submit an assignment by the due date, or when a student submits a late assignment.

2 PRINCIPLES

An important quality of professional practice is integrity and the ability to develop good personal time management skills, considering the need in professional circles to meet deadlines. The submission of assignments on time is viewed as one aspect of these character traits; however, it is also recognised that situations arise where it is difficult to meet deadlines set for assignments. It is the students' responsibility to manage their time and plan their workload, and secondly, to respond appropriately and with integrity to unexpected situations that occur.

3 POLICY

To pass any course, all attendance and assignment requirements must be completed (as per General Academic Regulations). The emphasis on the outworking of this policy is on students taking responsibility for their own work and planning.

4 EXTENSION NEGOTIATION

- 4.1 A student may request an extension if their assignment has been disrupted by illness or other unexpected event.
- 4.2 Students should fill out an extension form (available from BTI online) and email it to the Course Coordinator (or equivalent). Students should apply for an extension as soon as practicable, and preferably at least 3 days before any due date. In extreme circumstances this guideline may be waived.
- 4.3 When appropriate, the Course Coordinator (or equivalent) will confer with the cohort mentor/Ngā Maunga Āwhina prior to approving. This is appropriate, but not limited to, when the student indicates that this is not the first extension requested this semester.
- 4.4 When assigning a new due date, extensions would normally be proportional to the situation and not longer than one week unless approved by the programme leader/professional lead.
- 4.5 If an extension is approved, the Course Coordinator (or equivalent) emails the completed Assignment Extension form to the student and uploads it to a shared file (i.e., SharePoint).
- 4.6 Students must submit the approved Assignment Extension Application form with their assignment (unless the new due date has been applied to the BTIonline course page).
- 4.7 Cohort Mentors/Ngā Maunga Āwhina have the discretion to approve further extensions in exceptional circumstances (on a case-by-case basis).
- 4.8 If the extension is not approved, Course Coordinator (or equivalent) informs the student.
- 4.9 During the extension negotiation process, educators may identify students who might benefit from pastoral care involvement, further assistance in time management skills, or it may lead to a review of the student's learning programme.

5 LATE SUBMISSION OF ASSIGNMENTS

- 5.1 Assignments submitted after the due date, without an extension, will be penalised 5% per week.
- 5.2 If the assignment is more than two weeks overdue, without approved extension, it will receive a DNC (did not complete). This clause must be read alongside 4.2.
- 5.3 Where student's work is of a passing grade, but due to lateness is awarded a D+ or lower, this does not constitute a failing grade for moderation and course terms purposes, and therefore:
 - a. There is no option for the student to resubmit the work. If the assignment were submitted on time, it would have passed, and therefore the penalty affects the mark received but does not alter it as a passing assignment.
 - b. The assignment is not required to be moderated as a failing grade.
 - c. Where course terms require passing grades, this assignment grade passes.
- 5.4 If a student is allowed to resubmit an assignment within the life of a course, and the assignment resubmission is late, the penalty above will be applied. The assignment will receive a failing grade because the penalty takes it below maximum 50% (CP) grade for a resubmission.
- 5.5 All students who regularly fail to submit assignments by the due date will be contacted by their Cohort Mentor / Ngā Maunga Āwhina for a pastoral care meeting.

ASSIGNMENT EXTENSION APPLICATION

STUDENT TO COMPLETE THIS SECTION

Student Name:

Student Number:

Programme:

Having read the policy on extensions & late assignments , I wish to apply for an extension:

Course Name:

Course Coordinator/Educator:

Assignment Number:

Assignment Name:

Due Date:

Reason:

Is this your first assignment extension (for any course) this semester? Yes/No

Student Signature:

What to do next:

- 1. E-mail or hand this form to the course coordinator/educator, who will confer with your cohort mentor/Nga Maunga Āwhina when appropriate (see policy procedures) before approving and returning to you.*
- 2. Attach any supporting evidence to this application.*
- 3. If approved, attach the signed copy to your assignment when submitting.*

COURSE COORDINATOR TO COMPLETE THIS SECTION

Course Coordinator / Educator Signature:

New Due Date:

Return this form to student, and upload to SharePoint, as per policy procedures.

Assignment Extension Process

