



PILGRIM THEOLOGICAL COLLEGE

GUIDELINES FOR EXTENSIONS, SPECIAL CONSIDERATION AND LATE WORK

Revised draft: changes made on the basis of the Academic Committee Discussion of 3rd August are in ***bold italic underline***.

Note: these guidelines summarise and communicate the main requirements of the University of Divinity 'Extensions and Special Consideration Policy'. If you are in any doubt about the interpretation or application of these guidelines, you should consult the policy and seek the advice of the Coursework Studies Coordinator.

I. Extensions

The University of Divinity Extensions and Special Considerations Policy provides two kinds of Extension.

- 1.1. *Lecturer's Extension*: may be granted by Lecturers (***u.i.e. the main teacher responsible for the unit of study***) for up to two weeks (1–14 days) from the original due date of the work and no later than the final day of the examination period in a given semester. The term 'Lecturer' refers to the main or co-teacher in a unit of study at the College.

The criteria for a Lecturer's Extension are:

- 1.1.1. The extension request should be the result of unforeseen circumstances (i.e. they are beyond the student's control and make it impracticable to complete the assessment by the original due date). The Extensions and Special Considerations Policy should be consulted for more information about the nature of unforeseen circumstances.
- 1.1.2. The need for a Lecturer's Extension should be discussed and any request submitted ***no less than three days prior*** to the original due date for the assignment.
- 1.1.3. The extension request should be submitted to the unit Lecturer on the Lecturer Extension Request Form, in hard copy or by email.

If approved, the Lecturer must complete the relevant sections of the Lecturer Extension Request Form in hard or electronic copy. A copy of the form should be provided to the student and to the College Registrar for records.

- 1.2. *Dean's Extension*: may be granted for up to 4 weeks (1–28) days and/or for a period beyond the final day of the examination period in any semester. The term Dean refers either to the Coursework Studies Coordinator, or to the Academic Dean.

The criteria for a Dean's Extension are:

- 1.2.1. The need for a Dean's Extension should be discussed with the Dean/Coursework Coordinator and any request submitted prior to the original due date for the assignment.
- 1.2.2. The student must provide, if requested, supporting documentation that would support the reason for the extension request.
- 1.2.3. The Lecturer of the unit for which an extension is sought must approve the request.
- 1.2.4. The extension request should be submitted to the Dean on the Dean's Extension Request Form, in hard copy or by email.

If approved, the Dean must complete the relevant sections of the Dean's Extension Request Form in hard or electronic copy. A copy of the form should be provided to the student, the Lecturer and to the College Registrar for records.

- 1.3. *Exceptional Circumstances*: extensions of more than 4 weeks (28 days) will only be granted in exceptional circumstances.

2. Special Grading Consideration

In certain circumstances a student may be eligible to request that special grading consideration be given to a piece of assessed work. Applications for Special Grading Consideration can be made if a student's assessed work, or preparation of assessed work has been adversely affected to a substantial degree by illness **or other approved circumstances.**

An application for Special Grading Consideration should be made in writing and with supporting documentation to the Coursework Coordinator at the time of submission of the assessment, or within one working day of submission.

Decisions about Special Grading Consideration are made by the Coursework Studies Coordinator and/or the Academic Dean, the Examiner(s) for the unit, and, if necessary the University of Divinity Chair of Examiners. The decision of the Chair of Examiners is final.

3. Late Work

When a student submits a piece of work after the due date without an extension, the work will normally receive a reduced mark. In feedback offered to the student, the examiner must clearly indicate the mark given for the intrinsic academic worth of the essay, the number of marks deducted for lateness, and the final mark recorded.

The penalties for late work are as follows:

For assessment purposes, the following policy applies, though Colleges may establish institution-specific procedures which accord with these guidelines:

- a. Work submitted *up to one week late* without an official extension will normally have its recorded grade **reduced by 10 marks, thus reducing the grade by one level** (e.g. Distinction to Credit), though such work passed by one examiner must have a Pass grade recorded.
- b. Work submitted *later than one week but up to one month late* without an official extension is normally awarded a Pass grade only, unless it fails to reach a Pass standard.
- c. For work submitted *later than one month or on the last day of semester* without an official extension, a Fail grade is normally recorded.

Where an extension has been granted by the lecturer or by the Dean, this policy applies when work is submitted after the agreed date of the extension. A student may appeal the reduction of a grade for late work in writing to the Dean within five days of notification of the grade.

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