

WESTERN SYDNEY UNIVERSITY



APPLYING FOR EXTENSIONS WITH AN AIP

Do you have 'extension on assignments/practical work' as one of your stated Academic Integration Plan (AIP) adjustments and you need to apply for an extension of your assessment task?



Complete the 'Request for Extension' form

Request for Extension [PDF, 74.77 KB] form is located in the Assessment form category on the University's Student Forms website: www.westernsydney.edu.au/forms

- In Section 3 – mark 'serious illness' with a X and write 'AIP attached' beside it.
- If 'extensions' is one of your AIP adjustments, you do not need to complete Section 5.



Create a new email

- Attach both a copy of your AIP and the completed extension form.
- In the body of the email provide a written statement which states that you are seeking an extension to your assessment task due to the current impacts of your condition. Nominate your suggested extended due date for consideration.



Submit your request for an assessment extension by email with your supporting AIP to the email address *as stated in your Learning Guide* and CC the academic staff member and/or your Disability Advisor.

- You will need to lodge your request for extension before, or no later than 5:00pm; two business days after the original due date of the assessment task.



Wait to receive notification of the outcome

Your Unit Coordinator will advise you of the outcome of your request for an extension via your Western student email address, as soon as practicable.

- Continue to work on your assignment
- The Unit Coordinator may contact you to discuss the matter further, if necessary.



Submit your assessment either before, or on the new approved extended due date

- If you require a second extension on the same assessment task, or if your application refers to other extenuating circumstances that are not related to your disability or health condition, you will also need to provide additional supporting documentation.

PLEASE NOTE:

- If you are late and did not submit your extension request by 5:00pm within two working days after the due date, you will need to submit a Special Consideration application outlining the reasons that prevented you from submitting your request within this period. Please refer to the Applying for Special Consideration webpage for more information: www.westernsydney.edu.au/specialconsideration
- If you experience any issues with approval or negotiating the extension with the academic staff member, contact your Disability Advisor either via email, or on 9825 5199 to discuss.