



# UNIVERSITY OF BRITISH COLUMBIA

## FACULTY OF LAW | AT ALLARD HALL

### PAPER OR ASSIGNMENT EXTENSION REQUEST FORM

**Note:** If you are seeking an examination deferral or accommodation, please use the form entitled, "Examination Deferral Request Form". **Please also read the Examinations Committee Procedures Governing UBC Law Students' Academic Concession Requests** on-line at <http://www.law.ubc.ca/fishbowl/notices.html>.

#### \* CONFIDENTIAL WHEN COMPLETED \*

**Submit your completed form to your UBC Law Advisor** (Kaila Mikkelsen ([mikkelsen@law.ubc.ca](mailto:mikkelsen@law.ubc.ca)), Assistant Dean, Students (for JD students); Joanne Chung ([jchung@law.ubc.ca](mailto:jchung@law.ubc.ca)), Graduate Programme Advisor (for LLM and PhD students); or Tania Astorino ([astorino@law.ubc.ca](mailto:astorino@law.ubc.ca)), Director, Graduate Certificate and Professional Programs (for LLM Common Law and LLM in Taxation students)). If you are submitting medical certificates, a Declaration of Illness form, or other supporting documents, you should retain a copy of each document for your records. If you are unable to submit these documents in person, you may email them to the attention of your UBC Law Advisor.

**Note:** The Chair of the Examinations Committee, or his/her Delegate, will not consider this request until this form is complete and all information or documentation relating to this request has been submitted. Requests for extensions respecting already missed deadlines must be made no later than **3 days after the due date**.

**Term:**    ☐ 1 (Fall)                      ☐ 2 (Spring)                      ☐ 3 (Summer)

#### PLEASE PRINT CLEARLY

##### Section 1: To be completed by student.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

UBC Student Number: \_\_\_\_\_ Law Program and Year: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

List all courses for which you are seeking an extension:

Course and Section # (e.g. Law 100.003)	Course Name	Instructor	Type of Assignment (e.g. Paper, participation, presentation)	Original Due Date	Proposed Revised Deadline Date

**Indicate if any of the above assignments are group or partner assignments**, and if so, list the name and contact information for your group members or partners (who may be contacted and granted similar extensions if your request is approved):

**\*PLEASE TURN OVER AND COMPLETE OTHER SIDE\***

**Is this deferral related to a disability** for which you are currently receiving advising from the Disability Resource Centre, Access & Diversity?    ☐ Yes    ☐ No

**Indicate reasons for this request** by circling the appropriate category. Explain these reasons in the space provided below; attach a separate sheet if necessary.

a) medical grounds

b) compassionate grounds

c) religious grounds.

**Reasons:**

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**Section 2: To be completed by student.**

If my request is approved,

1. I agree to submit my course work on or before 4:00 p.m. on the due-dates approved by the Chair of the Examinations Committee or his/her Delegate.
2. I acknowledge that if I do not meet this new deadline, a mark deduction will occur according the Faculty of Law Mark Deduction for Late Assignments policy.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Section 3: To be completed by Chair of the Examinations Committee or Delegate.**

**Note:** The Chair of the Examinations Committee, or his/her Delegate, will not consider this request until Sections 1 and 2 are complete

- ☐ I **approve** this request and:
- ☐ have extended the submission deadline until the dates indicated by the student above; or
  - ☐ have set the following new deadline date(s):

- ☐ I **do not approve** this request

Comments:

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\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date