

**Exemption from Late submission penalties (5% per day late until mark of zero is reached)**  
as set out in [University Assessment Procedures](#)

Please complete the table below and email to your School/College Director of Teaching and Learning.

<b>Unit Code and Title:</b>  <b>Unit Assessor:</b>	
<b>Variation request</b>	
<b>Provide reasons for the request</b>	
<b>School/College Director of Teaching &amp; Learning</b>  Name	Approved  Not approved
<b>Comments if required</b>	

If approved, submit to Academic Standards and Quality Committee for noting via [dvca@scu.edu.au](mailto:dvca@scu.edu.au) or using the submit button below.

**Submit**