REQUEST FOR COURSE EXTENSION
Submit to Registrar’s Office no later than two weeks after the end of the term. Complete a separate form for each course.

Entirely at the instructor’s discretion, the student and instructor may arrange for late submission of the student’s coursework any time until grades are due to the Registrar (three weeks after the end of the term*). This does not constitute an official extension, and whether to impose grade reduction penalties is up to the instructor. To protect both parties, it is recommended that such an agreement be made in writing.

For extensions longer than three weeks after the end of the term,* the student is to complete the form below. This form, with all requested information provided, must be submitted no later than two weeks after the end of the term, or the request will not be honored.

*For intensive courses and for January and Summer Terms, the last day of the term is defined as that date set by the instructor for final submission of all coursework in a particular course.

STUDENT NAME (printed):  ______________________________________________
TELEPHONE NUMBER:  _________________  E-MAIL:  ___________________________________
COURSE ID:  ______________  SHORT COURSE TITLE:  ________________________________
TERM:  _____________  ACADEMIC YEAR:  ____________  INSTRUCTOR:  _________________________
DESCRIBE ALL COURSEWORK NOT YET COMPLETED:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

EXPLAIN IN DETAIL WHY YOU CANNOT COMPLETE THIS WORK BY THE COURSE DEADLINE:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

PROPOSED DEADLINE FOR SUBMISSION OF COURSEWORK:  _____________________________________
Note: Both instructor and student are to agree upon a reasonable new course completion date, ordinarily not to exceed three months beyond the end of the term, except in cases of extreme hardship. In no cases will coursework be accepted after more than a year has passed. Failure to cite a new deadline above will result in rejection of the extension request. Date is subject to review and possible revision (see below) by the Dean or Director of Graduate Studies.

I If request is due to student illness, written statement of physician must be attached in order to avoid grade reduction penalties.
I [Student] I attest that I am not on academic probation.
I I understand and accept all terms of this request.

STUDENT SIGNATURE  ________________  DATE  ________________
INSTRUCTOR SIGNATURE  ______________________  DATE  ________________
Submit form to Registrar’s Office. Registrar will refer matter to Dean or Director of Graduate Studies, as appropriate, for review.

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REVIEW DECISION
☐ Approved; grade penalties apply  Coursework submission deadline:  ______________________
☐ Approved; no grade penalties to be applied  Coursework submission deadline:  ______________________
☐ DENIED; Instructor is to submit final grade based upon coursework completed.

SIGNATURE of Dean or Graduate Studies Director  ______________________  DATE  ______________________
[Dean: Return copies to student, instructor, and registrar]