



# 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.

\_\_\_\_\_ If request is due to student illness, written statement of physician must be attached in order to avoid grade reduction penalties.

\_\_\_\_\_ [Student] I attest that I am not on academic probation.

\_\_\_\_\_ I understand and accept all terms of this request.

\_\_\_\_\_  
**STUDENT SIGNATURE**                      **DATE**                      **INSTRUCTOR SIGNATURE**                      **DATE**

[email from instructor may be attached in lieu of instructor signature]

**Submit form to Registrar's Office.** Registrar will refer matter to Dean or Director of Graduate Studies, as appropriate, for review.

\*\*\*\*\*

## 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]