



Extension Request

Student and course information

Student last name (print clearly):

First name (print clearly):

Term:

Course number:

Course title:

Completion date:

Approvals

Student signature

Date:

Faculty member name

Date:

Faculty member signature

Date:

Terms

This is a contractual agreement between the student and the faculty member regarding completion of academic work for credit. It is to be used when work for a course or independent study cannot be completed by the instructor's end-of-term deadlines.

Extension Request forms must be filed with the Registrar **within three weeks from the last day of classes** each term. The course instructor must approve and date the request. **Your request will not be considered without the required dated approvals and a completion date.**

If the work is not completed by the extension deadline and there is no further extension, the faculty member will evaluate the student based on work completed to date.

If there is no supporting paperwork, or if the faculty member does not assign a grade or credit by the end of week 3, a grade of F or No Credit will be entered.