

## Extension Form

**PURPOSE:** Request to extend the deadline of a paper more than 60 days after the close of the term in which the paper is assigned.

**INSTRUCTIONS:** Complete, obtain instructor's signature, and return to Registrar's Office.

All papers assigned during the term, and all papers submitted in lieu of examinations in courses where that is authorized, shall become due, unless otherwise indicated in writing by the instructor, on the final day of the examination period for that term.

For good cause, instructors may authorize extensions of time for the completion of papers. The authorization must be in writing, and may be indicated by submitting a mark of EXT on the grading form. Extensions will be permitted for no more than sixty days after the close of the term in which the paper is assigned.

Approval for extensions of time beyond these limits shall be given only where the student obtains, in writing, permission from both the instructor and the registrar. Such permission must include a specific due date and must be filed with the registrar. If the student does not meet regular or extended deadlines for papers and examinations, the instructor may award a grade of Failure for such papers and examinations.

### Student Information

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

Student ID#: \_\_\_\_\_ Course Title: \_\_\_\_\_

Course#: \_\_\_\_\_ CRN: \_\_\_\_\_ Class Year: \_\_\_\_\_

### Reason for Request for Extension:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Deadline:

Due Date: \_\_\_\_\_ Instructor Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_

Instructor (please print name): \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_