REQUEST FOR EXTENSION
(for use by 1st-professional-level students only)

(This form required only for extensions of longer than two weeks beyond the end of the term; lesser extension requests are at the sole discretion of the instructor.)

TO THE INSTRUCTOR: As the instructor of a course (or supervisor of an independent study) you **may** grant extensions of due dates for assignments both within the calendar limits of the term in progress and up to **two weeks beyond the end date** of the term* (one week before your course grades are due to the Registrar). This is at your sole discretion. You are not required to entertain any requests for extensions. Grade reduction penalties for such extensions are at your discretion.

Extensions of more than two weeks (but no longer than three months) beyond the end date of the term* must be **ratified by the Dean.** The student must first obtain your support of the request by your signature below. **Requests submitted to you less than three days before the end date of the term* are not to accepted** for any reason.

Except in cases of the death of an immediate family member or of illness confirmed by a professional, **a student seeking an extension of more than two weeks beyond the end date of the term* is to accept a grade reduction penalty** (one-third letter grade or more per month of extension, at your discretion, based on the length of and reasons for the extension).

If you approve this extension request, you are to **sign this form** and **submit it to the Dean** for review and final approval **no later than the last day of the term**. In no case will extensions be considered that have not been filed with the Dean by the final date of the term.

If no extension has been sought or granted, and coursework is submitted late, you are under no obligation to accept it. If you do, **grade reduction penalties** are to be applied at the rate of one-third letter grade for each two days of lateness or fraction thereof (i.e., an A becomes an A-; then, after two days, a B+, etc.). An A becomes an F after 20 days.

A student who is granted an extension but fails to complete the work within the time allowed is to receive a final grade based upon work already completed and turned in during the term, factoring in missing coursework as an "F".

*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.

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STUDENT: Read the complete policy governing extensions, above. Complete form below (separate form for each course) and submit entire page to your instructor no later than **three days prior to the end of the term.* Unless you receive an authorized extension by the end of the term, your coursework is expected to be submitted on time.**

STUDENT NAME (printed): _____

TELEPHONE NUMBER: _____ **E-MAIL:** _____

COURSE ID: _____ **SHORT COURSE TITLE**: _____

INSTRUCTOR: _____

PROPOSED DEADLINE FOR SUBMISSION OF COURSEWORK (not to exceed three months beyond the end of the term (see definition in box above): _____

REASON FOR REQUEST: _____

_____

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

____ I attest that I am not on academic probation.

____ I have read and accept all terms of the extensions policy.

_____ _____
STUDENT SIGNATURE **DATE**

_____ _____
INSTRUCTOR SIGNATURE **DATE**

_____ _____
DEAN SIGNATURE **DATE**

DEAN'S REVIEW DECISION

- ☐ **Approved; grade penalties apply**
- ☐ **Approved; no grade penalties to be applied**
- ☐ **DENIED**

[Dean returns copies to student, instructor, and Registrar]