



Registrar's Office

REQUEST FOR EXTENSION

Explanation. Required for extension on course work past the day grades are due (one week after end of final exams, or in SP & SU, three weeks after the last class meeting). Requires approval by instructor and Registrar. If you don't meet the extended deadline, you get the grade you earned to that point (usually an F). See policies on extensions and I grades in the Academic Guide. Warning: your graduation date may be changed if you get an extension past it. Extensions are usually limited to cases of hardship.

Please describe your specific hardship on the back of this sheet.

Your name: _____ Student ID: _____ Date: _____

Course ID's and titles	Instructors	Unfinished requirements

What date do you plan to turn in all coursework by? _____

Your signature

[Instructor signs]

I agree to accept work submitted by this date.

I agree to accept work submitted by this date.

Instructor's signature

Instructor's signature

[Registrar fills in after consulting Student Development]

Extension approved / denied.

Registrar's signature: _____

Date: _____

OFFICE USE ONLY ___ SIS: Enter I grade. ___ Cc. to academic advisor, instructors, & student. Put form in student's file.
