

(See AMBS policy on extension on reverse side)

Name: _____ **Date:** _____

Student ID: _____

To: Academic Dean / Curriculum Committee / Registrar

I request an extension in the following course(s)

Course ID _____

Course Title _____

Professor(s) _____

Proposed Date of Completion _____ (use full date)

Course ID _____

Course Title _____

Professor(s) _____

Proposed Date of Completion _____ (use full date)

Reasons for requesting extension:

Signatures:

Student _____ **Date:** _____

Adviser _____ **Date:** _____

Professor _____ **Date:** _____

Professor _____ **Date:** _____

Academic Dean _____ **Date:** _____

distribution: _____ student _____ adviser _____ professor(s)

Policy on Extensions

All course requirements are to be completed no later than the due date set by the professor, or by the last day of the semester, whichever is earlier. (Posted due dates for work related to distance education courses may in some cases extend beyond the last day of the semester.) With the teacher's consent, a student in an emergency may hand in work up to one week after the end of final exams. If the student does not turn in his or her work by this deadline, the student's work will be graded, with the unfinished work counting as zero toward the final grade in the course. If a student recognizes before the last day of class the need for an extension, he or she may petition the professor and academic dean for an extension, either of whom may deny the request. Such requests must be made in writing, using the Request for Extension form in the Registrar's office, and must be submitted with signatures by the end of the business day on the last day of class for the term.

The designation Incomplete is recorded until the final grade is received. An extension shall not normally be longer than six weeks. (One extension to an extension may be possible, but would require the approval of the professor and the dean.) The final grade will take into account any unusual circumstances and the additional time allowed. Grade reductions apply only to uncompleted units of work rather than to the total semester's work. Extension without grade reduction may be granted if there are emergency factors or if research requirements go beyond the semester/term. Apparent disregard for time management is considered a negative factor in determining whether the grade reduction should apply. If a student fails to make arrangements for an extension prior to the last day of class, or if the request is denied, incomplete work could result in the recording of a NC (noncredit) on the student's permanent record. In such a case, students will be required to take the course again if they wish to receive credit for it.

Without the approval of the dean, students will not be allowed to register for courses in the following term if they have any incomplete course outstanding.

—Adopted October 17, 2001