



Request for an Extension

Name _____ ID Number _____
Address _____
Signature _____ Date _____

Instructions

1. Complete the following information about the course for which you are requesting an extension.

Course Number _____ Professor _____
Course Title _____

2. State your reason(s) for requesting the extension. Be specific. How much time was actually lost by the illness or emergency (include dates)? Briefly discuss your level of class participation, attendance, and completion of assignments up to the circumstances necessitating this extension.

3. Obtain the signatures of the professor and the Director of Student Records in the box below.
4. Submit the petition fee.

FOR OFFICE USE ONLY

This extension is approved to _____ with _____ grade penalty on work submitted during this extension period. Failure to meet this deadline will result in a final course grade of an "F."

Professor _____ Date _____

Director of Student Records _____ Date _____