

TIME EXTENSION REQUEST FORM

This part is to be filled out by the student and submitted to the course instructor two weeks before the course's final exam scheduled date. Refer to the "Incomplete Coursework" rules in the undergraduate catalog.

| | | | |
|--|--------------------------|--------------------------|-----|
| Student's Name | | ID Number | |
| College | | Department / Major | |
| Academic Advisor | | Semester/Year | |
| Total Earned Credits | | Current Semester Credits | |
| Academic Status | Clear Probation | # of Probations [] | CAS |
| Cumulative Average | | Last Semester Average | |
| Reasons to request time extension (claims must be supported by evidence) | | | |
| | | | |
| Signature | | Date | |

| | | |
|----------------------------------|---------------------------------|------|
| Recommendation of the Instructor | Approve Do Not Approve | |
| Justification | | |
| Signature | | Date |

| | |
|--|---------------------------------|
| Recommendation of the Department Chairperson | Approve Do Not Approve |
| Justification | |
| Signature | Date |

| | |
|------------------------------|---------------------------------|
| Decision of the College Dean | Approve Do Not Approve |
| Justification | |
| Signature | Date |

Summary of Rules:

- Time extension may be approved if exigent reasons prevent a student from completing all course requirements within the normal period.
- If time extension is granted, an Incomplete Grade "I" shall be recorded.
- The incomplete grade must be removed before the end of the drop/add period of the following semester.
- The College Dean may approve replacing the "I" with a "WE" grade if the student's circumstances persist.
- A student may not graduate with an incomplete grade on record.

cc: Registrar's Office
College