

**DEPARTMENTAL COURSEWORK EXTENSION FORM**

In the absence of significant and documented extenuating circumstances, graduate students may take at most one Department Coursework Extension (DCE) per term. Instructor permission is required and both an SGS Extension to Complete Coursework form and DCE form must be submitted to the graduate office. A DCE is needed when late submission of course work will require the instructor to miss the grade submission deadline set by the department graduate office in keeping with the SGS deadline. Instructors require time to grade student work. The new deadline for coursework submission may be **one month from the original deadline** set by the instructor or extend up to **three weeks past the SGS grade submission deadline** for the term. A copy of the coursework should be emailed to the Director of Graduate Studies at the same time it is submitted to the instructor.

Student's name (print) \_\_\_\_\_

Instructor's name (print) \_\_\_\_\_

Course number and title \_\_\_\_\_

SGS grades deadline \_\_\_\_\_

*Fall: Jan 13 Winter: May 12 Summer-May/June: Jul 14 Summer-July/August: Sept 9*

**New deadline for instructor to submit grades:** \_\_\_\_\_

*Fall: Feb 13 Winter: June 12 Summer-May/June: Aug 14 Summer-July/Aug: Oct 7*

**New deadline for student to submit coursework:** \_\_\_\_\_

(ranging from one month after original submission deadline to three weeks past the SGS grades submission deadline for the term: *Winter: Feb 13 Summer-July/Aug: Oct 2*)

**Coursework to be submitted:** \_\_\_\_\_

(e.g., one 10-pp paper, two 4-pp papers)

**\*\*NOTE:** Grades on coursework submitted later than the deadline will be reduced by one increment (A, A-, B+, B, etc.) for each week (or portion thereof) past the deadline.

Student signature \_\_\_\_\_

Instructor signature \_\_\_\_\_

Date \_\_\_\_\_