

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 10 Winter: May 9 Summer-May/June: Jul 11 Summer-July/August: Sept 3

New deadline for student to submit coursework: _____

(first extensions range from one month after original deadline set by course instructor to three weeks past the SGS grades submission deadline for the term: *Fall: Feb 3 Winter: June 2 Summer-May/June: Aug 5 Summer-July/Aug: Sept 24*)

New deadline for instructor to submit grades: _____

Fall: Feb 10 Winter: June 9 Summer-May/June: Aug 12 Summer-July/Aug: Oct 1

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 _____

(instructor may be cc'd in lieu of signature for first extensions as they will have signed the SGS form)

Date _____