

**DEPARTMENTAL COURSEWORK EXTENSION FORM**

Graduate students may take at most one Department Coursework Extension (DCE) during each term. Instructor permission is required. (A DCE form must be submitted to the graduate office.) A DCE is needed just in case late submission of course work will require the instructor miss the grade submission deadline set by the Department graduate office. A DCE extends to one month from the SGS grades 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.

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

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

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

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

**New deadline to submit coursework to instructor:**

Fall - 12 Feb 2018: \_\_\_\_\_

Winter – 11 June 2018: \_\_\_\_\_

Summer – 13 Aug 2018): \_\_\_\_\_

**Note: to confirm submission, email copy of the outstanding assignment(s) to the DGS by the new deadline.**

Work (e.g., one 10-pp paper, two 4-pp papers) submission Date: \_\_\_\_\_

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**\*\*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 \_\_\_\_\_