

### DEPARTMENTAL COURSEWORK EXTENSION FORM

Graduate students may take at most one Department Coursework Extension (DCE) during each term. Instructor permission is required. (This DCE form must be submitted to the graduate office.) The DCE process exists in case late submission of coursework will require the instructor miss the grade submission deadline set by the Department's 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

Instructor's name

Course number and title

SGS grades deadline

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

Fall: Feb. 11, 2019:

Winter: June 10, 2019:

Summer (May/June Term): Aug. 12, 2019:

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

Work (e.g., one 10-page paper, two 4-page papers) submission date:

**\*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