Instructions to Students

1. Provide **ALL** of the information requested for sections A, B, and C on each of the three sheets. Incomplete forms will not be processed and will be returned to you. **PLEASE PRINT NEATLY.**

2. Make sure that your instructor has the Instructor Copy and submit the Office Copy to Academic Services, located on the fifth floor of 51 Brattle Street **no later than January 8, 2002.** Keep the Student Copy for your records.

3. You will receive a “0” for work not submitted by the due date. This will be included in the calculation of your final grade.

_Do not use this form to appeal for a make-up classroom examination._ Contact Academic Services immediately at (617) 495-0977 for instructions on how to appeal for a make-up exam.

A. Student Information

Name ______________________________________________________________________

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

Social Security/ Student ID @ number ________________________ Daytime phone number _______________________

E-mail address ______________________________________________________

B. Course Information

Subject number and title ___________________________________________________________________________________

(example: PSYC E-15 Introduction to Psychology)

Course record number (5-digit number beginning with 1) ____ ____ ____ ____ __________

The course concluded with: (check appropriate box)

- classroom final
- take-home final
- final project in lieu of final exam
- final project in addition to the final exam
- none of the above

Instructor’s name _______________________________________________________________________________________

C. Request for an Extension of Time

Reason for the extension ___________________________________________________________________________________

Specify outstanding work below: (Although instructors may set an earlier due date, outstanding work may be turned in **no later than March 1, 2002.**)

- Take-home final exam. **Due date** _Month_ / _Day_ / _Year_.
  
  (Instructors must write a new exam if an extension of time is approved for a take-home final exam. The due date may not exceed the completion time allowed for the original take-home final exam.)

- Written work (final paper, final project, other written work). **Due date** _Month_ / _Day_ / _Year_.

Specify _____________________________________________________________________________________________

Student’s signature ___________________________________________________________________________________ Date ______________

Instructor’s signature (required) ______________________________________________________________________ Date ______________
Instructions to Instructor

1. If you approve an extension of time, please set a due date and sign the Student and Office copies of the form.
   Do not use this form to grant permission for a make-up classroom final exam.

2. Enter the final grade below and return this form to the Academic Services Office no later than one week after the due date you set.

A. Student Information

Name ____________________________________________________________________________________________________
   Last  First  Middle ________________________________________________________________

Social Security/Student ID @ number ________________________  Daytime phone number _______________________

E-mail address ______________________________________________________

B. Course Information

Subject number and title _________________________________________________________________________________
   (example: PSYC E-15 Introduction to Psychology)

Course record number (5-digit number beginning with 1) ____ ____ ____ ____ ____

The course concluded with: (check appropriate box)

☒ classroom final
☒ take-home final
☒ final project in lieu of final exam
☒ final project in addition to the final exam
☒ none of the above

Instructor’s name _______________________________________________________________________________________

C. Request for an Extension of Time

Reason for the extension: _________________________________________________________________________________

Specify outstanding work below:
(Although instructors may set an earlier due date, outstanding work may be turned in no later than March 1, 2002.)

☒ Take-home final exam. Due date
   Month / Day / Year.
   (Instructors must write a new exam if an extension of time is approved for a take-home final exam. The due date may not exceed the completion time allowed for the original take-home final exam.)

☒ Written work (final paper, final project, other written work). Due date
   Month / Day / Year.
   Specify ________________________________________________________________

D. Final Grade (to be completed by the instructor)

Change the student’s final grade from EXT to ________. (You must assign a “0” for work not submitted.
   This must be calculated into the student’s final grade.)

Instructor’s signature __________________________________________________________ Date ________________
   (verifying final grade)
Fall Term 2001 Extension of Time Form

A. Student Information

Name ____________________________________________________________
Social Security/Student ID @ number ________________________ Daytime phone number _______________________
E-mail address ______________________________________________________

B. Course Information

Subject number and title _________________________________________________________________________________
(Example: PSYC E-15 Introduction to Psychology)
Course record number (5-digit number beginning with 1) ____ ____ ____ ____ ____
The course concluded with: (check appropriate box)
☐ classroom final
☐ take-home final
☐ final project in lieu of final exam
☐ final project in addition to the final exam
☐ none of the above
Instructor’s name _______________________________________________________________________________________

C. Request for an Extension of Time

Reason for the extension: _________________________________________________________________________________
Specify outstanding work below:
(Although instructors may set an earlier due date, outstanding work may be turned in no later than March 1, 2002.)
☐ Take-home final exam. Due date __________/_______/_____.
   (Instructors must write a new exam if an extension of time is approved for a take-home final exam.
   The due date may not exceed the completion time allowed for the original take-home final exam.)
☐ Written work (final paper, final project, other written work). Due date __________/_______/_____.
   Specify _________________________________________________________________________________________

Student’s signature __________________________________________ Date ______________
Instructor’s signature (required) __________________________________________ Date ______________

Do no write below this line (office use only)

System update

Special notes