Spring Term 2006 Extension of Time Form

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. Give your instructor the Instructor Copy. Return the Office Copy to Academic Services, located on the fifth floor of 51 Brattle Street no later than Tuesday, May 16, 2006. Keep the Student Copy for your records.

3. You will receive a “0” for work not submitted by the new 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 __________________________________________________________________________
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 2) __ __ __ __ __
Instructor’s name ________________________________________________________________
The course concluded with a: (check appropriate box)

☐ classroom final ☐ final project or paper in addition to the final exam
☐ take-home final ☐ portfolio
☐ final project or paper in lieu of final exam ☐ none of the above

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 must be turned in no later than July 7, 2006.)

☐ Take-home final exam. New 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). New due date __ __ __ __ __.

Specify the work you owe: ______________________________________________________________________

Student’s signature __________________________ Date ______________

Instructor’s signature (required) __________________________ Date ______________
Spring Term 2006 Extension of Time Form

Instructions to Instructor

1. If you approve an extension of time, please set a new 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 2) ______ ______ ______ ______
Instructor’s name: ________________________________
The course concluded with a: (check appropriate box)

☐ classroom final  ☐ final project or paper in addition to the final exam
☐ take-home final  ☐ portfolio
☐ final project or paper in lieu of final exam  ☐ none of the above

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 must be turned in no later than July 7, 2006.)

☐ Take-home final exam. New 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). New due date ______ / ______ / ______.
   Specify the work you owe: ________________________________

D. Final Grade (to be completed and returned by the instructor within one week after the due date.)

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: __________________
(verify final grade)
Spring Term 2006 Extension of Time Form

A. Student Information

Name ____________________________________________

Last Name ____________ First Name ____________ Middle 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 2) ______ ______ ______ ______ ______

Instructor’s name ____________________________________________

The course concluded with a: (check appropriate box)

☐ classroom final

☐ take-home final

☐ final project or paper in addition to the final exam

☐ portfolio

☐ final project or paper in lieu of final exam

☐ none of the above

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 must be turned in no later than July 7, 2006.)

☐ Take-home final exam. New 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). New due date ______ / ______ / ______.

Specify __________________________________________

Student’s signature ____________________________________________ Date ____________

Instructor’s signature (required) _______________________________ Date ____________

Do not write below this line (office use only)

System update

Special notes