Fall Term 2004 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 Monday, January 10, 2005. 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 1) ____ ____ ____ ____ ____
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 March 4, 2005.)

☐ 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 __________________
Fall Term 2004 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 1) __ __ __ __ __
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 March 4, 2005.)

- 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)
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) ____ ____ ____ ____ ____

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 March 4, 2005.)

☐ 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