



Fall Term 2009 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

DCE ID number

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 Daytime phone number _____
(see www.extension.harvard.edu/login if unsure)

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

C. Request for an Extension of Time

Reason for the extension _____

Outstanding work must be turned in no later than: (instructors may set an earlier due date)	Friday, January 8, 2010 (10-week session)	Friday, February 5, 2010 (15-week session)
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Specify outstanding work below:

- Take-home final exam. **New 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). **New due date** ____/____/____.
Month Day Year

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 _____
(verifying final grade)

