



# Extension of Time Form 2017–18

## Instructions to Students

- Extensions of time are approved at the instructor's discretion. If it is your instructor's policy to grant extensions you may use this form to request more time to submit no more than one or two small assignments or final paper/project. Your request will not be accepted if you owe a substantial amount of work. Do not use this form to appeal for a make-up classroom exam, proctored distance exam, or on-line exam; visit the Extension School website for more information on make-up exams or call (617) 495-0977.
- Complete all three copies of the form. All information is required. Ask your instructor to write your new due date on the form and sign the Student and Office copies. Give your instructor the Instructor copy and keep the Student copy for your records.

**Return the Office copy to Academic Services no later than your last class meeting.**

Academic Services is located on the 4th floor at 51 Brattle Street.

- 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.
- You will continue to have access to your FAS e-mail account and recorded lectures in distance courses until the EXT deadline or your grade is changed. You will not have access to e-resources, Harvard libraries, and course websites.

## A. Student Information

LEGAL NAME									
Last/Family/Sur name(s)					First/Given name(s)			Middle name(s)	
DCE ID number (if known)					Daytime phone number				
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					E-mail address				
(see extension.harvard.edu/login if unsure)									

## B. Course Information

example: 20205 | PSYC | E-15 | Introduction to Psychology

5-digit course reference no. (CRN)	Subject	Subject number	Course title (and section number, if applicable)	Instructor name
1		E-		
The course concluded with a: (check appropriate box)				
<input type="checkbox"/> classroom final		<input type="checkbox"/> final project or paper in lieu of final exam		<input type="checkbox"/> portfolio
<input type="checkbox"/> take-home final		<input type="checkbox"/> final project or paper in addition to the final exam		<input type="checkbox"/> none of the above

## C. Request for an Extension of Time

<b>Outstanding work must be turned in no later than:</b>	
<input type="checkbox"/> <b>January 26, 2018 for fall term 2017 courses</b> <input type="checkbox"/> <b>February 2, 2018 for January session 2018 courses</b> <input type="checkbox"/> <b>June 22, 2018 for spring term 2018 courses</b> (instructors may set an earlier due date)	
REASON FOR THE EXTENSION	
SPECIFY OUTSTANDING WORK BELOW:	
<input type="checkbox"/> <b>WRITTEN WORK</b> (final paper, final project, other written work). <b>Specify all the written work you owe.</b>	<b>NEW DUE DATE (MM/DD/YYYY)</b> ____/____/____
<input type="checkbox"/> <b>TAKE-HOME FINAL EXAM.</b> 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.	<b>NEW DUE DATE (MM/DD/YYYY)</b> ____/____/____

Student's signature _____	Date _____
Instructor's signature (required) _____	Date _____



## Extension of Time Form 2017–18

### Instructions to Instructor

- If you approve an extension of time, please set a new due date and sign the Student and Office copies of the form. Please do not approve extension if the student owes a substantial amount of work. **Do not use this form to grant permission for a make-up classroom final exam, proctored distance exam, or online exam.**
- 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

LEGAL NAME		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)
DCE ID number (if known)	Daytime phone number	
<input type="text"/>	<input type="text"/>	
(see extension.harvard.edu/login if unsure)	E-mail address	
<input type="text"/>	<input type="text"/>	

### B. Course Information example: 20205 | PSYC | E-15 | Introduction to Psychology

5-digit course reference no. (CRN)	Subject	Subject number	Course title (and section number, if applicable)	Instructor name
2		E-		
The course concluded with a: (check appropriate box)				
<input type="checkbox"/> classroom final	<input type="checkbox"/> final project or paper in lieu of final exam	<input type="checkbox"/> portfolio		
<input type="checkbox"/> take-home final	<input type="checkbox"/> final project or paper in addition to the final exam	<input type="checkbox"/> none of the above		

### C. Request for an Extension of Time

<b>Outstanding work must be turned in no later than:</b>	
<input type="checkbox"/> <b>January 26, 2018 for fall term 2017 courses</b> <input type="checkbox"/> <b>February 2, 2018 for January session 2018 courses</b> <input type="checkbox"/> <b>June 22, 2018 for spring term 2018 courses</b> (instructors may set an earlier due date)	
<b>REASON FOR THE EXTENSION</b>	
<input type="text"/>	
<b>SPECIFY OUTSTANDING WORK BELOW:</b>	
<input type="checkbox"/> <b>WRITTEN WORK</b> (final paper, final project, other written work). <i>Specify all the written work you owe.</i>	<b>NEW DUE DATE (MM/DD/YYYY)</b> ____/____/____
<input type="checkbox"/> <b>TAKE-HOME FINAL EXAM.</b> 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.	<b>NEW DUE DATE (MM/DD/YYYY)</b> ____/____/____

### 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 ( <b>required</b> ) _____	Date _____ <i>(verifying final grade)</i>
--	--



## Extension of Time Form 2017–18

### A. Student Information

LEGAL NAME		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)
DCE ID number (if known)	Daytime phone number	
<input type="text"/>	<input type="text"/>	
E-mail address		
<small>(see extension.harvard.edu/login if unsure)</small>		

### B. Course Information example: 20205 | PSYC | E-15 | Introduction to Psychology

5-digit course reference no. (CRN)	Subject	Subject number	Course title (and section number, if applicable)	Instructor name
2		E-		
The course concluded with a: (check appropriate box)				
<input type="checkbox"/> classroom final <input type="checkbox"/> final project or paper in lieu of final exam <input type="checkbox"/> portfolio <input type="checkbox"/> take-home final <input type="checkbox"/> final project or paper in addition to the final exam <input type="checkbox"/> none of the above				

### C. Request for an Extension of Time

<b>Outstanding work must be turned in no later than:</b> <input type="checkbox"/> <b>January 26, 2018 for fall term 2017 courses</b> <input type="checkbox"/> <b>February 2, 2018 for January session 2018 courses</b> <input type="checkbox"/> <b>June 22, 2018 for spring term 2018 courses</b> <small>(instructors may set an earlier due date)</small>	
REASON FOR THE EXTENSION	
SPECIFY OUTSTANDING WORK BELOW:	
<input type="checkbox"/> <b>WRITTEN WORK</b> (final paper, final project, other written work). <b>Specify all the written work you owe.</b>	<b>NEW DUE DATE (MM/DD/YYYY)</b> ____ / ____ / ____
<input type="checkbox"/> <b>TAKE-HOME FINAL EXAM.</b> 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.	<b>NEW DUE DATE (MM/DD/YYYY)</b> ____ / ____ / ____

Student's signature _____	Date _____
Instructor's signature <b>(required)</b> _____	Date _____

**Do not write below this line (office use only)**

---

System update

Special notes