Extension of Time Form 2017–18

Instructions to Students

1. 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.

2. 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.

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.

4. 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

<table>
<thead>
<tr>
<th>LEGAL NAME</th>
<th>DCE ID number (if known)</th>
<th>Daytime phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last/Family/Sur name(s)</td>
<td>First/Given name(s)</td>
<td>Middle name(s)</td>
</tr>
<tr>
<td>(see extension.harvard.edu/login if unsure)</td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail address</th>
</tr>
</thead>
</table>

B. Course Information

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

<table>
<thead>
<tr>
<th>5-digit course reference no. (CRN)</th>
<th>Subject</th>
<th>Subject number</th>
<th>Course title (and section number, if applicable)</th>
<th>Instructor name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>E-</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Outstanding work must be turned in no later than:

- January 26, 2018 for fall term 2017 courses
- February 2, 2018 for January session 2018 courses
- June 22, 2018 for spring term 2018 courses

(instructors may set an earlier due date)

Reason for the Extension

Specify Outstanding Work Below:

- written work (final paper, final project, other written work). Specify all the written work you owe.

NEW DUE DATE (MM/DD/YYYY)

- take-home final exam. 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.

NEW DUE DATE (MM/DD/YYYY)

Student’s signature ___________________________ Date _____________

Instructor’s signature (required) ___________________________ Date _____________
Extension of Time Form 2017–18

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. 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.

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.

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**LEGAL NAME**

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DCE ID number (if known) Daytime phone number

E-mail address

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B. Course Information

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

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<tbody>
<tr>
<td>2</td>
<td>E-</td>
<td></td>
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The course concluded with: (check appropriate box)

- ☐ classroom final
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(instructors may set an earlier due date)

**REASON FOR THE EXTENSION**

**SPECIFY OUTSTANDING WORK BELOW:**

- ☐ WRITTEN WORK (final paper, final project, other written work). Specify all the written work you owe.

NEW DUE DATE (MM/DD/YYYY)

_____ / _____ / _________

- ☐ TAKE-HOME FINAL EXAM. 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.

NEW DUE DATE (MM/DD/YYYY)

_____ / _____ / _________

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 (required) ___________________________________________ Date ____________________

(verbatim final grade)
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  ___ / ___ / ________

- [ ] TAKE-HOME FINAL EXAM. 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. NEW DUE DATE (MM/DD/YYYY)
  ___ / ___ / ________

Student’s signature ___________________________ Date ________________

Instructor’s signature (required) ___________________________ Date ________________

Do not write below this line (office use only)

System update

Special notes