



# HARVARD EXTENSION SCHOOL

## Division of Continuing Education

Academic Services Office • 51 Brattle Street, Cambridge, Massachusetts 02138-3722 • (617) 495-0977 • fax: (617) 495-3662 • Email: AcademicServices@extension.harvard.edu

### Extension of Time Form 2019–20

- Extensions of time are approved at the instructor’s discretion. Extensions should only be approved if extenuating circumstances prevent the student from submitting final work (or one or two small assignments) on the due date noted on the course syllabus. The request will not be accepted if a substantial amount of work is owed. The extension does not cover work outstanding from earlier in the term.
- Instructors may grant additional time up to the dates noted below. All outstanding work must be turned in no later than the dates noted below although an earlier date can be set. Outstanding work not submitted by the due date will receive a “0” which must be included in the calculation of the final grade. The agreed upon due date should be noted in section C below.

**Outstanding work must be turned in no later than:**

**January 22, 2020 for fall term 2020 courses**  
**February 5, 2021 for January session 2021 courses**  
**June 25, 2021 for spring term 2021 courses**

- All sections below should be completed and both the student and instructor must sign and date the form. The form can be emailed to the address above or delivered to the Academic Services Office, 51 Brattle Street 4th floor, no later than the last meeting day of the course.
- You will continue to have access to your FAS email account and recorded lectures in distance courses until the extension deadline or your grade is changed. You will not have access to e-resources, Harvard libraries, and course websites.
- 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.

#### 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	
(see extension.harvard.edu/login if unsure)	E-mail address	

#### 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. Extension of Time Request Details

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 _____