

**Extension Form**

**Registration Services**

847.866.3905 | registrar@garrett.edu | 2121 Sheridan Road | Evanston, Illinois 60201 | 800.SEMINARY| www.garrett.edu

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student’s Name: | |  | Date: |  | |
|  | | |  | | |
| Degree: |  | | Extensions in process (3 max): | |  |

***Students with 3 open extensions are not eligible to register for the next semester or term.***

|  |  |  |  |
| --- | --- | --- | --- |
| Term & Year | Course # | Course Title | Professor |
|  |  |  |  |

|  |
| --- |
| REASON: |

*All course work listed below is e-mailed to the professor with the registrar’s office cc’d* ([registrar@garrett.edu](mailto:registrar@garrett.edu)). *If course work is not submitted by the due date, the grade indicated by the professor below will be recorded as the final grade and notification will be sent to the advisor.*

**PROFESSOR:**

|  |
| --- |
| List work required to complete this course: |

*If the final grade is* ***not*** *filled in, an F will automatically be recorded if the student does not hand in the work by the due date below.*

|  |  |  |
| --- | --- | --- |
| Permission is granted for this extension by  **PROFESSOR'S SIGNATURE** | DUE DATEDefault is 4 weeks after the semester ends\* | **GRADE**  If coursework listed above is not completed |
| (sending from .edu e-mail address constitutes signature) |  |  |

\*see academic calendar

v: FA2324

###### Instructions and Expectations for Extensions/Incomplete Course Work

1. All course requirements are to be submitted to the professor by the class deadline or no later than the **last day** of the semester or term. In the case of an emergency an extension may be requested.
   1. **For master’s students**, extensions, if granted, are normally for **four weeks following the last day of class** in spring and fall semesters or the final due date for coursework in January and summer terms. **Extensions may not exceed three months following the end of the term.**
   2. **For PhD students**, extensions must be completed before the end of the next semester. If a student, due to unusual circumstances needs to change the due date for an extension he or she needs to **petition** the director of academic studies or the academic dean. This petition requires the support and signatures of the student’s advisor, professor (of the incomplete course), and director of the PhD program.
   3. **For DMin students,** given the length of time granted to DMin students for completing their paperwork, the policy is not to provide extensions. In the very rare instances that an emergency extension is needed beyond when the grade is due, the professor can confer with the student and the director of the program to establish a suitable deadline.
2. Students **may not have any more than three extensions at any one time**. If a student has **three** extensions in process, he or she **will not be able to register** for the next semester or term. Students should note that professors have two weeks from the date that work is turned in to submit a grade.
3. If an extension is granted for a prerequisite course, the student may not register for the next course requiring the prerequisite until the grade is complete or a petition approved. All extension request forms are due to the registrar **before the last day of the course**. A temporary grade of "Y" is listed on the grade report.
4. Faculty may choose to grade down for late work, including work completed as part of an official extension.
5. **The student e-mails all extension work to the professor and copies the registrar's office (registrar @garrett.edu). If the student misses the deadline, the registrar will record the grade indicated by the professor on the extension form.**