DEPARTMENTAL COURSEWORK EXTENSION FORM

Graduate students may take at most one Department Coursework Extension (DCE) during each term. Instructor permission is required. (A DCE form must be submitted to the graduate office.) A DCE is needed just in case late submission of coursework will require the instructor miss the grade submission deadline set by the Department graduate office. A DCE extends to one month from the SGS grades submission deadline for the term. A copy of the coursework should be emailed to the Director of Graduate Studies at the same time it is submitted to the instructor. (NOTE: YOU NEED BOTH THE DCE FORM AND THE SGS COURSE WORK EXTENSION FORM)

Student’s name (print) ____________________________________________________________

Instructor’s name (print) ___________________________________________________________

Course number and title ____________________________________________________________

SGS grades deadline

New deadline to submit coursework to instructor:

Fall - 11 Feb 2017: ________________________________________________________________

Winter – 12 June 2017: _____________________________________________________________

Summer – 14 Aug 2017):

Note: to confirm submission, email copy of the outstanding assignment(s) to the DGS by the new deadline.

Work (e.g., one 10-pp paper, two 4-pp papers) submission Date: __________________________

**NOTE: Grades on coursework submitted later than the deadline will be reduced by one increment (A, A-, B+, B, etc.) for each week (or portion thereof) past the deadline.

Student signature ________________________________________________________________

Instructor signature ______________________________________________________________ Date __________________