Office of Academic Records
Paper Extension Form

HOFSTRA UNIVERSITY
School of Law
121 Hofstra University
Hempstead, NY 11549

For Assistance: 516.463.5917 Monday – Friday, 9 a.m. to 5 p.m.
Fax: 516.463.6251
Room 114
E-mail: lawoar@hofstra.edu

Directions: This form must be completed by any student requesting an extension beyond three weeks from the end of the examination period. Extensions that result in a due date that is between 3 and 6 weeks from the end of the examination period need to be signed by the professor. Beyond six weeks from the end of the examination period, the student must obtain the authorization of both the professor and the Dean or the Dean's delegate. The completed form is to be returned to the Office of Academic Records.

STUDENT INFORMATION

Name: _____ _____ _____
First *Middle* *Last*

Student ID (700 #): 700 - _____

Full-Time: ☐ 3L ☐ 2L

LL.M.: ☐

Part-Time: ☐ 4L ☐ 3L ☐ 2L

CONTACT INFORMATION

Home Phone #: _____ Work Phone #: _____

E-mail address: _____

HOME ADDRESS

Street address: _____ State: _____ Zip Code: _____

_____

COURSE INFORMATION

Semester: ☐ Fall ☐ Spring ☐ Summer

Course #: _____

CRN #: _____

Due Date: _____

☐ Extension between 3-6 weeks
☐ Extension beyond 6 weeks

Comments: _____
_____
_____

Professor Signature: _____ Date: _____

Dean's Office *(if applicable):* _____ Date: _____