

Paper Extension Form

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 (please print)

Last Name: _____ First Name: _____
Student ID Number: _____ Expected Graduation Date: _____
Phone Number: _____ E-mail Address: _____

COURSE INFORMATION (please print)

Semester: _____ Course Title: _____
Professor: _____ Paper Due Date: _____
_____ Extension between 3-6 weeks _____ Extension beyond 6 weeks

Comments: _____

APPROVAL SIGNATURES

Professor Signature: _____ Date: _____

Dean’s Office (if applicable): _____ Date: _____