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:__________________