

REQUEST FOR FIRST EXTENSION OF VERIFICATION DEADLINE

Please complete this form and discuss your extension request with the course instructor. If this extension is not approved, verification and documentation must be submitted to the instructor by the last day of classes of the current semester.

Today's Date _____

Student Name _____

Semester and Year course was taken in: _____ / _____

_____ / _____ / _____
Course # Section Course Title

You are allowed a maximum extension until the first class meeting day of the semester following the one in which this course was taken.

Extension requested until: _____

Brief explanation for extension request (to be completed by student):

INSTRUCTIONS

Please retain this form to help you track the students you've granted extensions to.

Credit awards with ratings for students with first extensions must be turned in no later than the 4th week of classes of the following semester.