

# ASSIGNMENT EXTENSION

## Conditions for Assignment extension:

1. Assignment extensions are at the initiation of the student in conversation with the instructor.
2. Refer to course syllabus to understand specific extension and late assignment details.
3. Extensions should be for approximately one week. If additional time is needed, a Course Incomplete may be requested.
4. The Late Deduction penalty will still be between 3% and 5% per day.
5. Instructor is to keep completed form on file until assignment is received.
6. Registrar to receive a copy of the form when Assignment Extension is granted.

Student Name: \_\_\_\_\_

Course Number and Title: \_\_\_\_\_

Assignment for which Extension is requested: \_\_\_\_\_

Reason(s) for the request:

Original Due: \_\_\_\_\_ Requested Due Date: \_\_\_\_\_

Instructor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Comments:

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date assignment handed in: \_\_\_\_\_

Assignment grade: \_\_\_\_\_

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**For Office use only:**

**Instructors: After the assignment has been received and graded, please submit this form to the Registrar.**