

Assignments submission plan: *Use additional paper as needed.*

1. List all assignments impacted by your request. (e.g., Week 7 Discussion, Week 8 Paper, etc.)
2. For each assignment, provide the initial date when assignment was first due and the planned completion date.

*Example: Week 7 Discussion – due 02/07/16 – plan to complete by 02/21/16
Week 8 Paper – due 02/14/16 – plan to complete by 02/23/16*

By submitting this form I acknowledge that I have read and understand the [Late Assignment Policy](#), considered how this extension will impact my current / future academic work, have included all impacted assignments in the above extension request. I also understand that any assignments that remain incomplete after the end of the extension period will begin accruing late penalties according to the University's Late Assignment Policy.

Faculty comments and approval:

Instructor: *Provide comments (if any) and approval and send form back to student.*

Name:

Extension Decision:

Extension approved

Extension Denied

Date (mm/dd/yy):

Feedback will be given regarding your requested extension in no later than five working days.