

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

1. List all assignments impacted by your request. (e.g., Week 13 Discussion, Week 14 Paper, etc.)
2. For each assignment, provide the initial date when assignment was first due and the planned completion date.

*Example: Week 13 Discussion – due 04/07/16 – plan to complete 04/21/16
Week 14 Paper – due 04/14/16 – plan to complete 04/23/16*

By submitting this form I acknowledge that I have read and understand the [Course Extension Policy](#), that I have considered how this extension will impact my current / future academic work, and that I 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 receive zero points.

Faculty comments and approval:

Instructor: *Provide comments and then forward to Academic Dean.*

Name:

Date (mm/dd/yy):

Academic Dean: *Approve or deny request, report results back to instructor and to Registrar with completed form.*

Name:

Date (mm/dd/yy):

Extension Decision:

Extension approved

Extension Denied

Date (mm/dd/yy):

The Dean must forward this completed form to the Registrar and the Instructor.

Feedback will be given regarding your requested extension in no later than five working days. Note that Instructor may take longer than one week to score submitted assignments.