

Request for an Extension

Submission of Course Work and Course Extensions

“Coursework must be submitted on the due date set by the instructor. In the event of an extension request, it is the student’s responsibility to submit a request to the appropriate instructor as soon as possible but no later than the original due date of the assignment.” -- **AGS Student Handbook**

Date	
Name	
Program	

Course # and Title	
Instructor Name	

Name of Assignment:
Reason for extension: (box below will expand as you type)

End date for extension/ assignment due _____

Unless the instructor and student agree to and submit an additional request for extension, incompletes not resolved within the above agreed upon timeline will be changed to a grade of “NC”. A grade of NC is equivalent to a failing grade.

Signatures:

1 st	Student	
2 nd	Instructor	
3 rd	Registrar	
4 th	Student File	

Submit completed form to the Registrar’s Office