

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 <sup>st</sup>	Student	
2 <sup>nd</sup>	Instructor	
3 <sup>rd</sup>	Registrar	
4 <sup>th</sup>	Student File	