



Extension Request Form

Use this form to apply for an extension of time to complete course requirements. Please read the Extension Policy In the Community Handbook. If you have any questions, contact the Registrar's Office at (913) 253-5050.

Student Name: _____

Course Title & Code: _____

Course Instructor(s): _____

Year and Term: Fall Winter Spring Summer

To be filled out by student

Directions: Please fill in the information below and email the document to your instructor(s), advisor **and** the Registrar by the last day of the semester.

- List the *specific* reason(s) additional time is needed to complete the course (e.g. death in the family, illness, etc.).
- List the specific course requirements that must be completed.

To be filled out by the instructor

Directions: Please fill in the information below and send the completed form to the Registrar Clerk no later than the **last day of class**.

- Indicate the date that these assignments are due:
**Extensions can be granted for no more than the final grade due date*
- Mark the grade that the student will receive if the requirements listed above are not submitted by the due date listed above:
 A A- B+ B B- C+ C C- D F CR* NC*
**only for classes designated CR/NC in the course schedule and catalog (e.g. Immersions)*
- Complete an initial grade form, marking the grade as "I" for incomplete. A final grade is to be submitted to the Registrar's office no later than the term's final grade due date as published on the academic calendar.

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| Approval Required: you may submit approval via email to the Registrar Clerk | | | |
| Instructor's Signature | | Date: | |
| Advisor's Signature | | Date: | |
| Academic Dean's Signature | | Date: | |

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|---|----------|--|
| For Office Use Only | | |
| <input type="checkbox"/> Assignment received on time | Grade | |
| <input type="checkbox"/> Assignment NOT received on time | Entered: | |