



# COURSE EXTENSION REQUEST FORM

Students are expected to submit course assignments by the deadlines in the course syllabus. However, if extenuating circumstances (eg. medical reasons) impede a student's ability to complete course work within the course timeframe, students may consult with the Instructor to request an extension to the course deadlines.

Petitions for Course Extensions will only be considered when:

1. The quality of prior work in the course has been satisfactory;
2. Circumstances beyond the student's control, such as an extended illness, or death of a family member, make it impossible for the student to complete the coursework by the deadline published in the course syllabus (in cases where the reason is medical, medical documentation is not required);
3. The student initiates with the Instructor their request for a course extension in a timely fashion (ie. three business days prior to the assignment due date).

If granted, the instructor will assign the student a temporary grade of IP (In Progress). This will remain on the student's transcript for a maximum of four months (after the day the instructor's grades are due to the College), at which time the Instructor will submit the final grade to the Registrar. Students must complete the following procedure:

- A. Complete the Course Extension Request form below, which documents the incomplete assignment(s) and outlines a schedule of completion. This form must be signed by the student, the Instructor, the Department Chair, and the Registrar. The form must be submitted by the student to the Registrar no later than one month after the original final assignment due date. The form will be kept in the student's file.
- B. When the instructor submits their grades to the College, the student will be given a temporary grade of IP (In Progress), which will remain on the student's transcript until their final grade is assessed.
- C. The student will enter into an IP period, which allows a maximum timeframe of four months (beginning from one month after the original final assignment due date) to complete all outstanding course work. By the end of the IP period, the Instructor must submit the student's final course grade, regardless of whether assignments have been completed or not. The final course grade will be assessed based on all marks recorded for the course (including marks of zero for failed or incomplete assignments).

At the end of the IP period, no further extensions will be granted (except at the discretion of the Dean to accommodate extreme extenuating circumstances). Students who fail to complete the course and who do not apply for a course extension by the required deadline will receive a grade of zero for any un-submitted assignment, and the final course grade will be assessed based on all marks recorded for the course (including marks of zero for failed or incomplete assignments).

## STUDENT INFORMATION

<b>Student Name</b>	
<b>Student Program</b>	
<b>Email</b>	
<b>Course Number/Title/Date</b>	
<b>Instructor's Name</b>	
<b>Circumstances that occasion the extension request (attach additional page if necessary).</b>	

<b>Duration of IP Period</b>	<b>Original Course *End Date</b> (= the day course grades are due to the Registrar, one month after final assignment due date)	<b>End of IP Period</b> (= maximum of 4 months after original course *end date)
<b>Outstanding Assignments and their Revised Due Date</b>	<b>Extended Assignment(s)</b>	<b>Revised Due Date</b> (must be prior to end of IP Period)
<p><i>I certify that I was unable to complete the coursework by the original due date published in the syllabus, for the reasons stated above. I understand that misrepresentation, falsification of documentation, or withholding of requested information regarding this application are serious offences and could result in a charge under the College's Code of Student Behaviour.</i></p>		
<b>Student Signature</b>		Date:

OFFICE USE			
<b>Instructor Signature</b>			Date:
<b>Department Chair Signature</b>			Date:
<b>Registrar Signature</b>			Date:
<b>Extension Granted:</b>	<input type="checkbox"/> Yes	New due date:	
	<input type="checkbox"/> No	Reason:	
<b>Student/Instructor Notified of decision by Registrar:</b>	<input type="checkbox"/> Yes		Date:
<b>Extension recorded in LW (temporary grade of IP):</b>	<input type="checkbox"/> Yes	<b>Final Grade Recorded in LW (at end of IP period):</b>	<input type="checkbox"/> Yes

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