



CHRISTENDOM GRADUATE SCHOOL

COURSE REACTIVATION REQUEST

This form is for use by students who have missed the extension deadline for submitting late work for an incomplete course and who wish to reactivate the course in order to submit work and get a grade/credit. This form must be submitted to the Dean or Registrar of the Graduate School, with the \$300 course reactivation fee, within one year of the original due date for the course (end of the semester in which the course was originally registered for). Once the course reactivation is approved, the student may submit all remaining required work for the course to the professor, and this must also be done within one year of the original due date of the course. After that date, the course may not be reactivated and no work will be accepted; the student will need to re-take the course in order to get credit.

Name: _____ Date: _____

Email: _____ Phone: _____

Course: _____

Professor: _____ Semester: _____

Office Use Only: Date Fee rec'd: _____ Approved : _____ Date: _____

Professor notified: _____ Student notified: _____