



# 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 \$300.00 course reactivation fee, **within one year of the original end date for the course** (i.e., the end date of the semester in which the student was originally registered). Once the course reactivation is approved, the student may submit all remaining coursework to the professor. **All work must also be submitted within one year of the original end 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 Enrolled: \_\_\_\_\_

Office Use Only: Date Fee rec'd: \_\_\_\_\_ Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Professor notified: \_\_\_\_\_ Student notified: \_\_\_\_\_