



CHRISTENDOM GRADUATE SCHOOL COURSE EXTENSION REQUEST

This form is for use by students who are unable, for a grave reason, to complete the requirements of a course by the end of the semester. This form needs to be submitted **to the professor of the course AND to the registrar**, Mary Castano (mary.castano@christendom.edu), before the end of the semester.

I, _____, request a course extension
Student Name

for _____ for the following reason:
Course number/Name

If a student's request is approved, he or she will have an extended period to submit outstanding course requirements. The student's transcript will show a temporary grade of "Incomplete." Extension deadlines fall on the following dates:

July 31 for spring semester courses

October 31 for summer semester courses

March 31 for fall semester courses

(After these extension deadlines, no work will be accepted unless a course reactivation request--which includes payment of a \$300.00 fee-- is approved by the Dean. The deadline for course reactivation is one year from the end of the semester in which the course was taken. If the course is not completed by this time, the student will need to re-enroll in order to earn credit.)

I have read and understood the policy on course extensions.

Student signature

Date

Please submit this form to your professor AND to the registrar when making your request.