Summer Term 2017 Extension of Time Form

Instructions to Students

1. Extensions of time are approved at the instructor’s discretion. If it is your instructor’s policy to grant extensions you may use this form to request more time to submit no more than one or two small assignments or final paper/project. Your request will not be accepted if you owe a substantial amount of work. Do not use this form to appeal for a make-up classroom exam, proctored distance exam, or on-line exam; visit the Summer School website for more information on make-up exams or call (617) 495-0977.

2. Complete all three copies of the form. Ask your instructor to write your new due date on the form and sign the Student and Office copies. Give your instructor the Instructor Copy and keep the Student Copy for your records. Return the Office Copy to Academic Services located on the 4th floor at 51 Brattle Street no later than:

<table>
<thead>
<tr>
<th>Session</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seven-Week Session</td>
<td>Monday, July 31, 2017</td>
</tr>
<tr>
<td>Three-Week Session I</td>
<td>Wednesday, July 5, 2017</td>
</tr>
<tr>
<td>Three-Week Session II</td>
<td>Wednesday, July 26, 2017</td>
</tr>
<tr>
<td>Study Abroad Programs</td>
<td>The last day of class</td>
</tr>
</tbody>
</table>

3. You will receive a “0” for work not submitted by the new due date. This will be included in the calculation of your final grade.

4. You will continue to have access to your FAS e-mail account and recorded lectures in distance courses until the EXT deadline or your grade is changed. You will not have access to e-resources and Harvard libraries.

A. Student Information

STUDENT FULL LEGAL NAME (exactly as printed on your passport or other government-issued photo ID)

Last/Family/Sur name(s)  First/Given name(s)  Middle name(s)

DCE ID NUMBER (if known)  Daytime phone number  E-mail address  @

(see www.summer.harvard.edu/login if unsure)

B. Course Information

e.g.: 30016 | BIOS | S-74 | Marine Life and Ecosystems of the Sea

<table>
<thead>
<tr>
<th>Required: 5-digit course reference no. (CRN)</th>
<th>Subject</th>
<th>Subject number</th>
<th>Course title (and section number, if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Instructor name ______________________________________________________________________________________________________

The course concluded with a: (check appropriate box)

☐ classroom final  ☐ final project or paper in lieu of final exam  ☐ portfolio

☐ take-home final  ☐ final project or paper in addition to the final exam  ☐ none of the above

C. Request for an Extension of Time

Reason for the extension: ________________________________________________________________________________________________

Outstanding work must be turned in no later than:  

<table>
<thead>
<tr>
<th>Session</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seven-Week Session</td>
<td>Friday, September 1, 2017</td>
</tr>
<tr>
<td>Three-Week Session I</td>
<td>Friday, July 21, 2017</td>
</tr>
<tr>
<td>Three-Week Session II</td>
<td>Friday, August 11, 2017</td>
</tr>
<tr>
<td>Study Abroad Programs</td>
<td>28 calendar days after the last class meeting</td>
</tr>
</tbody>
</table>

Specify outstanding work below:

☐ Written work (final paper, final project, other written work). New due date ____ / ____ / __________.

Specify: ________________________________________________________________________________________________

☐ Take-home final exam. New due date ____ / ____ / __________.

(Instructors must write a new exam if an extension of time is approved for a take-home final exam. The due date may not exceed the completion time allowed for the original take-home final exam.)

Student’s signature  ____________________________________________________  Date  __________________

Instructor's signature (required)  ____________________________________________________  Date  __________________
Instructions to Instructor

1. If you approve an extension of time, please set a new due date and sign the Student and Office Copies of the form. Do not use this form to grant permission for a make-up final examination including classroom, distance, and online final exams.

2. Enter the final grade below and return this form to the Academic Services Office no later than one week after the due date you set.

A. Student Information

B. Course Information example: 30016 | BIOS | S-74 | Marine Life and Ecosystems of the Sea

Required:

5-digit course reference no. (CRN) Subject Subject number Course title (and section number, if applicable)

C. Request for an Extension of Time

Reason for the extension: __________________________

Outstanding work must be turned in no later than: __________________________

Specify outstanding work below:

☐ Written work (final paper, final project, other written work). New due date ________________

Specify: __________________________

☐ Take-home final exam. New due date ________________

(Instructors must write a new exam if an extension of time is approved for a take-home final exam. The due date may not exceed the completion time allowed for the original take-home final exam.)

D. Final Grade (to be completed and returned by the instructor within one week after the due date.)

Change the student’s final grade from EXT to ________________. (You must assign a “0” for work not submitted. This must be calculated into the student’s final grade.)

Instructor’s signature (required) __________________________ Date __________________________
Summer Term 2017 Extension of Time Form

A. Student Information

STUDENT FULL LEGAL NAME (exactly as printed on your passport or other government-issued photo ID)

Last/Family/Sur name(s) __________________________ First/Given name(s) __________________________ Middle name(s) __________________________

DCE ID NUMBER (if known) __________________________

Daytime phone number __________________________

E-mail address __________________________

(use www.summer.harvard.edu/login if unsure)

B. Course Information

example: 30016 | BIOS | S-74 | Marine Life and Ecosystems of the Sea

Required: 5-digit course reference no. (CRN)

Subject Subject number Course title (and section number, if applicable)

S-

Instructor name ______________________________________________________________________________________________________

The course concluded with a: (check appropriate box)

❏ classroom final

❏ final project or paper in lieu of final exam

❏ portfolio

❏ take-home final

❏ final project or paper in addition to the final exam

❏ none of the above

C. Request for an Extension of Time

Reason for the extension: ______________________________________________________________________________________________

Outstanding work must be turned in no later than: (INSTRUCTORS MAY SET AN EARLIER DATE)

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</tbody>
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Specify outstanding work below:

❏ Written work (final paper, final project, other written work). New due date _____ / _____ / _______.

Month Day Year

Specify: __________________________________________________________________________________________________________________

❏ Take-home final exam. New due date _____ / _____ / _______.

Month Day Year

(Instructors must write a new exam if an extension of time is approved for a take-home final exam. The due date may not exceed the completion time allowed for the original take-home final exam.)

Student’s signature __________________________ Date __________________

Instructor’s signature (required) __________________________ Date __________________

Do not write below this line (office use only)

System update

Special notes