



Summer Term 2018 Extension of Time Form

Instructions to Instructor

- 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.
- 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

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)									
@									

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

Daytime phone number _____

E-mail address _____

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)

- | | | |
|--|---|--|
| <input type="checkbox"/> classroom final | <input type="checkbox"/> final project or paper in lieu of final exam | <input type="checkbox"/> portfolio |
| <input type="checkbox"/> take-home final | <input type="checkbox"/> final project or paper in addition to the final exam | <input type="checkbox"/> 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)

Seven-Week Session	Three-Week Session I	Three-Week Session II	Study Abroad Programs
Friday, September 7, 2018	Friday, July 27, 2018	Friday, August 17, 2018	28 calendar days after the last class meeting

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.)

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 _____ <small>(verifying final grade)</small>
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Office Copy

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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)
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Instructor name _____

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- Take-home final exam. **New due date** ____/____/____.
Month Day Year

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Student's signature _____	Date _____
Instructor's signature (required) _____	Date _____

Do not write below this line (office use only)

System update

Special notes