





# HARVARD DIVISION OF CONTINUING EDUCATION

## Harvard Extension School ♦ Harvard Summer School

Academic Services, 51 Brattle Street, Cambridge, Massachusetts 02138-3722, (617) 495-0977, fax: (617) 495-3662, AcademicServices@dcemail.harvard.edu

### Summer Term 2018 Extension of Time Form

Page 2 of 3  
Instructor Copy

#### 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](http://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>
---	--



# Summer Term 2018 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)									
@									

*(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)

- 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)

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.)

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

**Do not write below this line** (office use only)

System update

Special notes