EXTENSION REQUEST FORM
for directed study or distance education

Students have four months to complete a directed study or distance education course with a professor. Students may request a one-time extension for a period of one month, for a fee of $50 per course; the request must be submitted in writing. Incomplete work at the end of the extension period will result in a failing grade and the course must be retaken to receive credit.

EXTENSION REQUEST:

Please extend the following course for one month:

☐ Directed Study
☐ Distance Education

Course Name and Number ____________________________ Professor ____________________________

Original Due Date ______________________________

Extension Due Date ______________________________

Amount Paid _______  Check # _______  Cash _______

Credit Card Number _________________________  Exp. Date ______

*Please note use of credit card incurs a 4% service charge

Name ________________________________________________________________________________

Address ________________________________________________________________

STREET                   CITY                   STATE                   ZIP

Email ________________________________

Telephone    home __________________ work __________________ Cell __________________

Signature______________________________  Date__________________________