WILLIAM MITCHELL
COLLEGE OF LAW
Office of Registrar

Request for Extension of Grade Due Date

A student may not extend the due date of written work required in lieu of an examination without prior permission from the instructor and the Dean of Student Affairs and Student Life. The instructor determines the due date for such written work required in lieu of an examination. A student must submit a "Request for Extension of Grade Due Date" form. The student is notified of the extension if approved by the Dean of Student Affairs and Student Life. Work may not be deferred later than the ninth week from the start of the fall, spring, or summer session following the original due date. This extension deadline applies to independent research projects and independent clinics as well as to classes. If a student fails, without prior permission, to complete the required course work when scheduled or rescheduled by the instructor and the Dean of Student Affairs and Student Life, the student is subject to failure in the course or administrative withdrawal (withdrawal not in good standing) for failure to fulfill the academic requirements of the course.

Date _____

Name: _____ID #_____

Phone: Home _____ Work _____

Course Title: _____

Instructor: _____

Extension Date Requested: _____ *

*Extension Date can be no later than the 9th week of the semester following the original due date.

Reason for the request:

_____
_____
_____
_____

Student signature: _____

Instructor Signature: _____

FOR OFFICE USE ONLY

□ **APPROVED** □ **REJECTED**

_____ _____

Dean of Student Affairs and Student Life Date

Last updated April, 2009