



# HARVARD EXTENSION SCHOOL

## Division of Continuing Education

Academic Services Office • 51 Brattle Street, Cambridge, Massachusetts 02138-3722 • Email: AcademicServices@extension.harvard.edu

### Extension of Time Form 2022-2023

- Extensions of time are first confirmed at the instructor’s discretion. EXT should only be confirmed if extenuating circumstances prevent the student from submitting final work (or one or two small assignments) on the due date noted on the course syllabus. EXT requests where the majority of coursework is owed will be reviewed on a case-by-case basis by Academic Services.
- Instructors may set an earlier deadline; however, the final due date for any EXT request is noted below. Any due date after the specified EXT deadline for the term will not be approved. Outstanding work not submitted by the due date will receive a “0” which must be included in the calculation of the final grade. If an earlier date is not specified below, the following dates will be assumed for the semester:

**Outstanding work must be turned in no later than:**

**January 20, 2023 for fall term 2022 courses**

**February 3, 2023 for January session 2023 courses**

**June 23, 2022 for spring term 2023 courses**

- All sections below should be completed and both the student and instructor must sign and date the form. Complete forms can be sent to AcademicServices@extension.harvard.edu no later than the last day of the semester (see the academic calendar on our website).
- Academic Services will review all Extension of Time requests to ensure they are within the scope of the policy. Confirmation will be sent to students and faculty once the request is reviewed. Students should not assume an extension is approved until confirmation is issued.
- Do not use this form to appeal for a timed final exam. If your course ended in both a timed final exam and end of term work, you will need to submit both the Make Up Final Exam appeal and this Extension of Time form. Visit the Extension School website for more information on make-up exams or email appeals@extension.harvard.edu.

#### A. Student Information

LEGAL NAME		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)
DCE ID number (if known)	Daytime phone number	
<input type="text"/>	<input type="text"/>	
(see extension.harvard.edu/login if unsure)	E-mail address	
<input type="text"/>	<input type="text"/>	

#### B. Course Information example: 20205 | PSYC | E-15 | Introduction to Psychology

5-digit course reference no. (CRN)	Subject	Subject number	Course title (and section number, if applicable)	Instructor name
<input type="text"/>	<input type="text"/>	E-	<input type="text"/>	<input type="text"/>
Specify the final deliverable for the course (final exam, final paper, final project, group presentation, etc.). Write all final deliverables for the course if courses ends with more than one.				
<input type="text"/>				

#### C. Extension of Time Request Details

REASON FOR THE EXTENSION	NEW DUE DATE (MM/DD/YYYY)
<input type="text"/>	___/___/___
<b>Specify all work included in the EXT request.</b> Any coursework not included in the form will not be eligible for inclusion in final grading.	
<input type="text"/>	

Student’s signature _____	Date _____
Instructor’s signature _____	Date _____

*Students are responsible for submitting this form for review to Academic Services. Signatures can be electronic; students should open copy the faculty when submitting this request for the Academic Services team to authenticate.*