



Harvard Extension School

HARVARD DIVISION OF CONTINUING EDUCATION

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

Extension of Time Request Form 2024-2025

The Extension of Time (EXT) policy is offered for students that, due to an extenuating circumstance at the very end of the term, may require a small amount of time after the end of the term to complete final, written coursework. Extended completion of coursework beyond the last academic day in the term is not permitted without an approved Extension of Time by Academic Services within the Registrar's Office. A complete overview of the Extension of Time policy can be [found](#) on the [HES Grades](#) web page.

1. Extensions of time are first confirmed at the instructor's discretion. An EXT should only be confirmed if the student meets the following criteria:
 - Be in good standing in the course upon submission of the Extension of Time Request: Students must have all coursework completed and submitted that was due prior to the course withdrawal deadline for the respective term. This includes completion of coursework that was issued an in-term extension by the instructor.
 - Only own final coursework: This includes final work such as a final paper, a final take home exam, a final project, final presentation (depending on course policies), or a final problem set or small end-of-term assignment (originally due at the end of the term only).
 - Encounter an extenuating end of term situation: The situation must be encountered in the student's personal life, not related to academic course load. This includes academic responsibilities at HES and/or combined with work or alternate academic endeavors. Most often, the EXT is approved to support students that encounter an acute illness at the end of the term, who encounter an unexpected emergency with family care, or who encounter extreme weather-related disruptions that prevent access to the final course meetings.
2. Students should confirm the final coursework due date of the respective Extension of Time request directly with their instructor first. Students must complete and submit the final EXT coursework to their instructor by the respective term's due date listed below. Faculty may require an earlier deadline for the requested EXT coursework than the HES final due date. Please be sure to denote the agreed upon due date in the corresponding field below.

Final EXT Coursework Due Dates:

Fall Term 2024: January 24, 2025

January Session 2025: February 7, 2025

Spring Term 2025: June 20, 2025

3. If students have met the eligibility criteria listed above for an EXT request, all sections below must be completed, signed, and dated by the student and their instructor. Completed forms should be sent by the student with their instructor open copied to academicservices@extension.harvard.edu no later than the last academic day of the respective term. Please refer to our [Academic Calendar](#) for specific dates by term.
4. Academic Services will review the request to ensure that it is within the scope of the Extension of Time policy and can be supported in [full after](#) the term concludes. Once reviewed Academic Services will send an email notification to the student and faculty with the EXT request decision and final details.
5. Students should not assume an EXT request is approved until confirmation is issued.
6. If your course ends in both a timed final exam and end-of-term work, you will need to submit both a [Make-up Final Exam Appeal](#) and this Extension of Time Request Form. This process can also be found on our [Grades](#) web page.



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Please complete this form in its entirety. Incomplete forms will not be reviewed and will delay your request.

A. Student Information

LEGAL NAME			
Last/Family/Surname(s)		First/Given name(s)	Middle name(s)
DCE ID number (if known)		E-mail Address	

(see extension.harvard.edu/login if unsure)

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
		E-		
Syllabus - Students must provide a course syllabus as part of the EXT request. The course syllabus can be sent as an attachment with the EXT request or a link to the course syllabus can be provided. Please identify below how you will be providing the syllabus.				
Attachment			Link:	

C. Extension of Time Request Details

Reason for Extension. Please note that Academic Services may request documentation of extenuating circumstances upon review	NEW DUE DATE (MM/DD/YYYY)
	___/___/_____
Specify all work included in the EXT request. Any coursework not included in the form will not be eligible for inclusion in final grading.	

Student's signature _____	Date _____
Instructor's signature _____	Date _____

Please note that Academic Services will accept electronic signatures when communication includes official emails on file for authentication purposes.