



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 2025-2026

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 owe 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 EXT is available to support students that experience an unexpected circumstance during the final week(s) of the term such as serious acute illness or a personal emergency. Unsatisfactory course progress, lack of preparation, negligence, and academic workloads are not considered extenuating circumstances.
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 2025: January 23, 2026

January Session 2026: February 6, 2026

Spring Term 2026: June 19, 2026

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. Academic Services reserves the right to request documentation for extenuating circumstances while reviewing the Extension of Time request. 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.



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 2025-2026

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											
<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												

(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					
<table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table>							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 _____

Academic Services will accept electronic signatures when communication includes official emails on file for authentication purposes. Please note that these dates reflect full-term course deadlines. EXT eligibility and deadlines for shorter parts of term such as half-term and active learning weekend courses are based on the length of the respective part of term. Contact Academic Services for information on alternative part-of-term courses and their EXT eligibility.