



Optional Grade Extension Agreement

In the case of extenuating circumstances, and at the instructor's discretion, a student may take additional time to complete course work and/or exams after the student's final grade is submitted. **Please complete this form and submit it to the Associate Dean for Student Success in the Registrar's Office.**

Initial Grade

At the time that final grades are due, the instructor shall assign the grade that the student has earned in the course. This form documents the expectations required for a subsequent grade change.

Changing the Grade

Should the student complete the additional requirements in a timely and satisfactorily fashion, the instructor will submit a Change of Grade form to the Registrar's Office. The Department Chair must also sign the Change of Grade form. **This is NOT the Change of Grade form.**

Section A: Student and Course Information

Student's Name:

Student ID:

Course Name/Number:

CRN:

Instructor's Name:

Semester Year:

Section B: Documentation, Requirements, and Deadlines

Reason for Extended Time:

Remaining Requirements:

Deadline(s):

Section C: Signatures

Student's Signature: _____

Date: _____

Instructor's Signature: _____

Date: _____

Department Chair's Signature: _____

Date: _____