

**RECOMMENDATION FOR AN EXTENSION OF TIME TO
COMPLETE COURSE REQUIREMENTS**

Last Name	
First Name	
Student ID#	
UVA e-mail	
Phone #	

Association: Are you or were you ever an:
 Echols Scholar Student Athlete
 Transfer Student None
 If none of the above, what was your **first-year residence hall?**

Expected graduation:

CURRENT DEGREE CANDIDATES: You must contact the College Registrar (138 Monroe Hall, 434-924-8867 or email) **BEFORE** you obtain your instructor’s approval. All course grades must be received by the College Registrar **by the end of the examination period. Are you a current degree candidate:**

INSTRUCTIONS:

- Complete** this form, ensuring that your instructor’s information was entered at the beginning of the DocuSign process.
- Alert** your instructor after you have completed the DocuSign form so they can be aware they have a pending form waiting their review.

DEADLINE: The deadline to fully complete the form is **the final day of the examination period.**

NOTE: Once this recommendation for extension of time has been approved, the student has **four weeks** from the end of the semester’s examination period to complete the course requirements and have their grade submitted by the instructor. After that time the grade will automatically convert to an “F”. This form should **NOT** be used to rearrange your exam schedule during the exam period, or for IMP or PST senior theses.

COURSE INFORMATION		REASON FOR REQUESTING EXTENSION
Course Subject Area and Number (e.g., ANTH 1010)	Current Semester	

INSTRUCTOR’S STATEMENT:

The student named above has compelling reasons for not completing the work in my course on time. I recommend an extension of time to carry no longer than the deadline – four weeks from the end of the semester’s examination period. I will assign a grade of “IN” when I submit final grades. I agree to change the grade no later than the College deadline (see College calendar for date). The IN will convert to an “F” if the grade is not changed by the deadline.

INSTRUCTOR’S SIGNATURE: _____ **DATE:** _____

Office use only

APPROVED DENIED Dean’s Signature: _____ Date: _____

Recorded _____