

Optional Grade Extension Agreement

At the instructor's discretion and in the case of extenuating circumstances, additional time may be given to a student to complete additional work and/or exams in a course after the final grade is submitted. Please submit the completed form to the Associate Dean for Student Success in the Registrar's office.

Assignment of initial grade

At the time that final grades are due, the instructor shall assign the grade that the student has earned at that time. This form documents the expectations required for a grade change to be possible.

Changing the Grade

Should the instructor find the additional requirements to be completed satisfactorily and on time, he or she should submit a Change of Grade form to the Registrar's Office. The Chair of the Department must also sign the Change of Grade form. This form is not the Change of Grade Form.

Section A

Student Name _____ ID# _____

Course Name/Number _____ CRN _____

Instructor Name _____ Semester and Year _____

Section B

Reason for Extended Time:

Remaining Requirements:

Deadline to submit Remaining Requirements:

Section C

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Department Chair Signature _____ Date _____