



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

RECOMMENDATION FOR AN EXTENSION OF TIME TO COMPLETE COURSE REQUIREMENTS

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

Expected graduation: Spring 20____ Fall 20____ Summer 20____

CURRENT DEGREE CANDIDATES: You must see the College Registrar in 106 Monroe Hall **BEFORE** you obtain your instructor's approval. All course grades must be received by the College Registrar **by the end of the examination period.**

INSTRUCTIONS:

- Complete** this form and have your instructor sign it.
- Make a copy** for your instructor. You may also wish to make a copy for your own records.
- Return** the original to 101 Monroe Hall. Your request will be reviewed by the Dean's Office. We will notify you and your instructor **only** if your request is denied.

DEADLINE: The deadline to return the completed form to 101 Monroe Hall is **the final day of the examination period.**

NOTE: Once this recommendation for an extension of time has been approved, the student has **four weeks** from the end of the examination period to complete the course requirements and have their grade submitted by the instructor. After that time the grade of **Incomplete (IN)** 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	
	Spring Fall Summer 20__	

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: _____