RECOMMENDATION FOR AN EXTENSION OF TIME TO COMPLETE COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Student ID#</th>
<th>UVA e-mail</th>
<th>Phone #</th>
</tr>
</thead>
</table>

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 clasregistrar@virginia.edu) 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:
1. Complete this form, ensuring that your instructor’s information was entered at the beginning of the DocuSign process.
2. 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.

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 ___________

CLAS | Revised November 17, 2020