

Policy on Incomplete Course Work/Requests For Extension

Requesting an Extension: All course work for the Fall and Spring semesters, including independent studies, is due **on or before the last class day of the term**. With the exception of Greek and Hebrew, all course work for January and Summer terms, and for all studies abroad, is normally due one month from the last class day of 1-unit courses and two months from the last class day of 2-unit courses.

Written requests for extensions must be made by the student on a "Request for Extension" form and submitted to the Registrar, **at least three (3) days before the last class day of the term, or one week before class work is due for intensives**. Late requests for extensions will not be accepted. All Requests for Extensions are reviewed by the Review and Guidance Committee. Students are notified via campus mail of the Committee's decision by the last class day of the term. Students without a campus box are notified via telephone and US Postal Service.

Students on probation may not request an extension. Individual course professors cannot grant extensions. A Request for Extension must be signed by the course professor before the request is submitted to the Registrar.

Parameters for Granting Extensions. Extensions may be granted without penalty if there is a birth or death in the family, or an illness confirmed by a professional. Extensions may also be granted for other reasons, but in these cases, the student will normally be penalized by a grade reduction on work for which the extension is granted. Extensions will be granted for a period of up to one month from the date on which all course work is due. Students with extensions outstanding will need approval of the Dean and Registrar before registering for a new term.

Submitting Completed Extension Work. Students are to submit all completed extension work to the Registrar's Office by the extension due date. Extension work is deemed officially completed when stamped "received" by the Registrar's Office; the office delivers all completed work to the instructor(s).

Inability to Complete Extension Work. If late work cannot be completed within the time allowed by the formally filed and approved extensions, the student has several options:

- 1) accept a grade of No Credit for the course, or a grade based upon work already completed and turned in during the term;
- 2) withdraw from the course and register to take it at a later date, negotiating course requirements directly with the professor; or
- 3) request a leave of absence for at least one semester. Except in the case of prolonged medical leave, all course work must be completed before the student registers to resume course work.