

**Simmons College
College of Arts and Sciences
Graduate Programs**

PETITION FOR AN EXTENSION OF TIME

Name _____ Program _____
Address _____ ID Number _____
_____ Telephone Number _____
City State Zip

Extension of time for completion of a course normally shall not be granted beyond February 1st for fall semester, July 1st for spring semester, and September 1st for summer semester. All petitions to support requests for extension must state persuasive reasons for delay; those requests which extend beyond the cited dates will be highly unusual and seldom granted.

Course Number, Section, and Title _____
Semester _____ Academic Year _____
(Fall / Spring / Summer)
Request for extension until _____
(month / day / year)

State your reason for submitting this petition:

SIGNATURES OF APPROVAL:

Course Instructor _____ Date _____
Program Director _____ Date _____

_____ The above petition has been approved. The instructor must submit a grade to the Registrar's Office on _____ . A GRADE REPORTING FORM is attached. If a grade is not submitted by this date, it will be changed to an "F."

_____ The above petition has been denied. A grade must be submitted to the Registrar's Office based on the work completed by _____. A GRADE REPORTING FORM is attached.

_____ The above petition has been tabled.

Comments:

_____ Date _____
SIGNATURE: Dean of the College

Copies of completed forms sent to: Registrar, Instructor, Graduate Admissions, Student, Program Director