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____________________