

At the instructor's discretion, for extenuating circumstances, additional time may be given to a student to complete additional work and/or exams after the final grade is submitted for a course. This form must be on file in the CGS within one week of posting of grades in the semester of course registration. This form documents the agreement between instructor and student for both requirements and deadline.

**Assignment of initial grade**

At the time 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 after grades are due.

**Changing the grade**

If the instructor determines the additional requirements were completed satisfactorily and on time, he or she must 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.

**Student Name:** \_\_\_\_\_

Print legibly

**Banner ID#:** \_\_\_\_\_

**Class:** \_\_\_\_\_

(e.g. ST 589)

**Semester:** \_\_\_\_\_

(e.g., Summer 2013)

**Reason for the Deadline Extension** (e.g. sickness, technical difficulties)

**Tasks and/or Deliverables To Be Completed** (e.g., presentation of project, submission of final exam)

**Deadline for Tasks and/or Deliverables To Be Completed:** \_\_\_\_\_

(Typically within the subsequent semester, but should not extend past two semesters.)

	Printed Name	Signature	Date
Student	_____	_____	_____
Instructor	_____	_____	_____
Dept. Chair	_____	_____	_____

Keep a copy of the signed contract and return the original form to the CGS.  
Attach a copy of this signed form to the grade change form upon completion of the work.