

# WYCLIFFE COLLEGE

## BASIC DEGREE REQUEST FORM FOR EXTENSION OF COURSE WORK COMPLETION

*Note: Students are bound by the SDF policy of their college of registration*

Date: \_\_\_\_\_

Student Name \_\_\_\_\_

Student # \_\_\_\_\_

College & Program \_\_\_\_\_

Phone # \_\_\_\_\_

REQUEST for extension (SDF standing) in the following course:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Extension Deadline Requested: \_\_\_\_\_

Reasons for Request:

APPROVAL:

\_\_\_\_\_

\_\_\_\_\_

Yes  No   
Deadline as  
Requested or alternate

Date of Approval \_\_\_\_\_

*SDF (Standing Deferred): An incomplete course for which a student has been granted permission by the professor giving the course and the college of registration to submit work beyond the end of examination week will be reported as SDF. This grade must eventually be changed to a letter and number grade or to an INC (Permanent Incomplete). All outstanding SDFs will automatically be changed to INC by the deadline stated in the academic calendar unless written permission to maintain the SDF, signed by the professor giving the course and countersigned by the designated official in the college of registration, is received before the deadlines noted below. Deadline for fall courses will be the first class day after October 30<sup>th</sup> each year; for spring and summer courses, it will be the first class day after February 28<sup>th</sup> each year.*

Copy to:

College

Professor

Student