

WYCLIFFE COLLEGE

BASIC DEGREE REQUEST FORM FOR EXTENSION OF COURSE WORK COMPLETION

Note: Students are bound by the Standing Deferred (SDF) policy stated in the Student Handbook and section 11.3.2 SDF of the TST Basic Degree Handbook inserted below.

Student Name _____ Student # _____

Program _____ Phone # _____

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

Session	Course #	Course Name	Professor
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Extension deadline requested: _____

Reason for request:

Signature of Student: _____ Date: _____

APPROVAL:

_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Professor	Home College Official	Deadline as requested or alternate date:	

Date of approval: _____

Excerpt from TST Basic Degree Handbook:

11.3.2 SDF Standing Deferred. This is assigned when a student has been granted an extension of course deadline for medical or similar reasons. It is assigned by the designated official of the student's college of registration where a request has been made by the student (or, if the student is incapacitated, by the instructor alone), documented and duly approved by the course instructor and the student's college of registration according to the process established by the college. It is a temporary report and eventually will be replaced by a final numerical grade or a final letter grade such as FZ or INC.

11.3.2.1 Special procedures. Where a student who has received an SDF in a course fails to complete the work of the course by the extended deadline set by her or his college of registration, or by the TST's absolute deadline (9.9.5.1), and where the SDF has not already been replaced by a final grade, the student may petition for an INC on the grounds of compelling extenuating circumstances. The petition should be addressed in writing to both the instructor and to the basic degree director, or other designated official, of the student's college of registration, and both the instructor and the college must approve the petition.

Copy to: College Professor Student