UNIVERSITY OF ST. MICHAEL'S COLLEGE
BASIC DEGREE REQUEST FOR EXTENSION OF COURSE WORK COMPLETION

Student Name _____   Student # _____

College & Program _____   Phone # _____

To be Completed by Student:

_____ _____ _____ _____

Session   Course #   Course Name   Professor

Extension deadline requested _____
(Date)

Reasons for request: _____

_____

Including this request, I have a total number of _____ ongoing SDF(s).

Students should NOT assume that their request has been granted until they receive all written approvals.

_____   _____

Student's Signature   Date

To be Completed by Instructor & Home College

Instructor
Deadline approved as requested ☐ yes ☐ no. If, no, confirm new extension date: _____

_____   _____
Instructor/Professor 's Name   Date when grade will be submitted

Date of Approval: _____   Professor's Signature: _____

Home College

Date of Approval: _____   _____   Signature: _____
                                                              Professor's Name

SDF Policy As Per BD Handbook:

SDF (standing deferred) is assigned when a student has been granted an extension to complete the requirements for a course. It is a temporary report and eventually will be replaced by a final numerical grade or INC. SDF carries no credit for the course and is not considered for averaging purposes.

In exceptional circumstances, an individual student may be granted an extension on compassionate grounds for reasons such as illness by his or her college and the professor of a course, allowing the student to submit work by a specified date after the prima facie deadline. When a student has not completed requirements by the end of the examination week and an extension has been granted, the temporary non-grade course report SDF ("standing deferred") is assigned. If the student completes coursework before the deadline set by the professor, the SDF will be changed to a letter and number grade. If the student does not complete the work by the deadline set by the professor and no further extension is granted, the professor will assign and submit a final grade (numerical or letter, including FZ) or, if approved by the student's BD Director and professor of the course, a permanent incomplete.

Copy to: college offering the course ☐   professor ☐   student ☐   student's home college☐