

Yale Divinity School

REQUEST FOR A DEAN'S EXTENSION

This form should be used only for extensions requested beyond the "last day for faculty to accept late work" as specified in the Divinity School Academic Calendar. Per the YDS Bulletin, "an Incomplete grade will automatically be recorded as Fail (F) or No Credit (NC), unless a petition for a dean's extension is filed by the designated date."

SID #: _____ Date: _____

Name: _____

Expected Degree and Year of Graduation: _____

Course Number: _____ CRN #: _____

Course Title: _____

I, _____ will accept the work, if approved by the Academic Dean .
Instructor's name

Signature of Instructor: _____ Date: _____

***GRADES ARE DUE WITHIN 2 WEEKS OF THE EXTENDED DEADLINE APPROVED
BY THE ACADEMIC DEAN***

DATE TO WHICH YOU REQUEST EXTENSION: _____

Give a detailed explanation of the reason the extension is needed. Describe the arrangements on which you have provisionally agreed with your instructor for extending your work. Attach a separate sheet if necessary:

Describe, by assignment type, the work which you and your instructor have agreed is still owed for the course and your plan for completion (if multiple assignments, include dates for completion of each). Attach a separate sheet if necessary:

Have you applied for an extension before? _____ Yes _____ No

If yes, please list the course(s) and date(s) of previous extension(s):

Dean's Action: Approved: Y ___ N ___ Initials: _____ Date: _____