



Saint Joseph's Seminary

Dunwoodie

201 Seminary Avenue • Yonkers, New York 10704-1852

(914) 968-6200

REQUEST FOR ASSIGNMENT EXTENSION

To be completed by the student, approved by the professor, and submitted to the Academic Dean or Associate Dean.

Student Name		Date of Request	
Semester		Course Name	
Professor		Assignment Type or Title	
Original Due Date		Requested New Due Date	

Reason for Request

--

Student Acknowledgment

I understand that this request is not granted until approved by the professor and received by the Academic Dean or Associate Dean. If approved, the new due date above becomes the deadline for the assignment or examination.

Approvals

Student Signature		Date	
Professor Signature		Date	
Academic Dean / Associate Dean		Date	

For Office Use Only

Received By		Date Received	
--------------------	--	----------------------	--

Submission: The student should submit the completed and signed form to the Academic Dean or Associate Dean in accordance with the applicable policy. For ordinary assignment extensions, the form should normally be submitted at least two weeks before the original due date. When the form is used in connection with an approved Incomplete grade, it should be submitted promptly after the Incomplete is authorized.