Maskwacis Cultural College

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____**Application for Extension**: Students who need an extension to complete course work will need to fill out this form with a reason why they are requesting an extension. This should be filled out prior to the exam or the due date of assignments. However, if it is because of illness, it is not always possible before the due date, but students will submit a doctor's note with the application for extension. In this situation, a student must do the assigned work within 5 days of a due date, without losing grades. Any longer extensions are at the discretion of the Instructor. In an extension, all course work must be submitted prior to the last day of classes.

____ **Application for Deferral**

A deferral applies in situations where the course work or exam <u>cannot be completed before the end of the term</u> (usually this means by Dec. 19th or April 15th) such as hospitalization, extreme illness by family member, or other extenuating circumstances. Again, supporting documents are required for medical issues. In this situation, student t s need to pay a fee at the time of application.

*Deferral Fee per Final Exam or Final course work is $100- due at time of application.
*Complete a separate application form for each course you are requesting a deferral in; Mid term and Final.
*Please leave a main contact phone number-if you can't be reached in a reasonable time, it may be assumed that you are not pursing your request and it may be cancelled.

Student Name:_____ Phone:_____

Course Name:_____No.:_____Section:_____

Instructor:_____Email:_____

I.D. number:_____

What is the reason for the Request for a Deferral?
_____
_____
_____

If the completion of course work is being extended or deferred, when will it be submitted to the instructor?
_____
_____

If an examination is being extended or deferred, when will it be written?
_____

_____   _____

Student Signature

For internal use only
_____ Date:_____ Instructor _____ Approved by Dean of Program

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