



College of Law Registrar's Office | 201 FAMU Law Lane | Orlando, Florida 32801

Email: RegistrarCOL@famu.edu

Fax: (407) 254-3221

Phone: 407-254-3279/3287

EXTENSION REQUEST FORM

For Papers in Seminar or Independent Research Courses

This form is to be used by the student to request to their faculty member an extension for good cause beyond the due date for the paper in a Seminar or an Independent Study Project. The period of time is not to exceed six (6) weeks from the end of the examination period, provided that any extension beyond three (3) weeks from the end of the examination period must be in writing and signed by the faculty member. **Any further extension beyond six (6) weeks from the end of the examination period may be granted only with written permission of the Associate Dean for Academic Affairs and with the consent of the faculty member. Students who receive an Incomplete "I" grade in any semester will be ranked in the next ranking session (Fall/Spring). Pursuant to the College of Law Student Handbook, in the event a grade of incomplete ("I") is not removed by the last day of the classes of the following term or semester in which the student is enrolled the grade shall be changed to a failing grade ("F").**

STUDENT NAME:	DATE:
STUDENT ID #:	PHONE NUMBER:
FAMU EMAIL ADDRESS:	DIVISION: ____ Full-Time or ____ Part-Time

COURSE INFORMATION

Course Title:	Section No.:
Course No.: LAW	Credit Hour:
Professor Name:	
Student Signature:	Date:

I, as a faculty member of the above course, grant for good cause, an extension of the due date (which is the last day of the current final exam period) of no longer than six (6) weeks to satisfactorily complete the required coursework. **[Note: If an extension request is less than three (3) weeks, it is not necessary to complete this form]. Professor please indicate paper due date: _____**

Professor Signature:	Date:
-----------------------------	--------------

Submit completed form with signatures and the indicated due date to the College of Law Registrar's Office at RegistrarCOL@famu.edu.