REQUEST FOR EXTENDING COURSE TIME

FOR NICHOLLS ONLINE

REASON FOR COURSE EXTENSION

[ ]  Extenuating Circumstances

[ ]  Death of a student’s immediate family member (parent, spouse, child, sibling).  Death certificate required.

[ ]  Involuntary call to military service.  Copy of orders required.

[ ]  Illness or accident of student of such severity or duration to preclude completion of courses.  Confirmation by a physician required.

 Documentation attached:

[ ]  Personal Reasons (requires $100 fee payment)

 NAME:       N NUMBER:

COURSE NAME:       COURSE NUMBER:

TERM:

[ ] Spring A

[ ] Spring B

[ ] Summer

[ ] Fall A

[ ] Fall B

YEAR:       TODAY’S DATE:

By submitting this form, I

1. Verify that I have read and understand the policies and procedures regarding the extension of course time for Nicholls Online classes.
2. Verify that (check one)
	1. [ ]  I have paid the $100 course extension fee for course extension for personal reasons or
	2. [ ]  I will pay $100 within five days of end of session and will send an email to online@nicholls.edu within five days of end of session indicating that payment has been made.
3. Verify that I understand that I must l pay for each month of extended time in advance when extending time for personal reasons. If I fail to continue the extension by not submitting payment, an “I” grade will change to a grade of “F” or any other grade will be permanently recorded on my transcript as is;
4. Verify that I understand the fee for each month is $100 and that the fee will not be pro-rated if the course is completed prior to the end of the month.

**Copy and paste this completed form into an email message and send to the instructor of stated class. Your instructor will indicate approved or not approved and email this form to the Office of Distance Education at** **online@nicholls.edu** **with a copy to you.**

INSTRUCTOR:       DATE:

[ ] Approved for Exceptional Circumstances

[ ] Approved for Personal Reasons

[ ] Not Approved

Instructor must send form to Office of Distance Education at online@nicholls.edu with a copy to the student for student to qualify for extension.