

# Request for Capstone Extension

## Office of the Registrar

250 W. First Street, Suite 330 • Claremont, CA 91711 • Ph. (909) 667-4480 • Fax (909) 399-3443

**Student:** Capstone extensions are available for students who need additional time to complete only their final capstone paper. In order to be eligible for a capstone extension, students must have completed sufficient passing work in the capstone course. Students will receive one additional term to submit their final capstone paper if an extension is granted. To initiate a capstone extension request, the student should submit the Request for Capstone Extension form to the instructor prior to the end of the term.

**Instructor:** A capstone extension may be granted to students who need additional time to complete their final capstone paper only. Students must receive approval from both the instructor and program Dean for a capstone extension. The instructor should submit the completed and approved Request for Capstone Extension form to the Office of the Registrar by the grade submission deadline for the term in question. Students may receive no more than one additional term to complete and submit their final capstone paper. A Change of Grade form must be submitted to the Office of the Registrar once the final paper is graded. In the event that a student does not submit their final paper the alternative grade listed on this document will be assigned for the course.

### A. To be completed by the student

Name \_\_\_\_\_ Term \_\_\_\_\_

Degree Program **Select One**

Instructor \_\_\_\_\_

Reason for requesting an extension:

Plan for completing the capstone paper within one term, including action items and due dates (an additional document may be attached if necessary):

### Administrative Use Only

#### Instructor

Request is

☐

Approved

☐

Denied

Alternative Grade

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### Program Dean

Request is

☐

Approved

☐

Denied

Signature \_\_\_\_\_

Date \_\_\_\_\_