



Extension of Class End Date Request Form

The University of Wisconsin Oshkosh defines its academic calendar by *terms* (i.e., fall, spring, summer), and each term is subdivided into multiple *sessions* (i.e., 3WI, 4W1, 4W2, 7W1, 7W2, 8W, 10W, 14W, 17W). Each session has an **official** begin date and an **official** end date. Classes built in PeopleSoft’s Schedule of Classes will have the same official begin date and official end date as the session to which they are assigned.

In special circumstances, when coursework will be completed after a session’s official end date (i.e. study abroad), the class’s end date can be extended. To request an extension of class end date, use this form. The extension request must contain the signature of the **college dean**.

University policy states **“All requirements for graduation must be completed by the final day of the term in which the student wishes to graduate.”** Any student who has applied for graduation and who is registering for a class that will end after the term’s official end date, will be required to reapply for the following term’s graduation. Students enrolled in classes with extended class end dates must abide by the published standard sessions’ drop/withdrawal deadline dates. Instructors must notify students of the consequences of enrolling in extended-end-date classes.

Once approval has been granted, the department’s administrative support assistant must enter the *actual* start and end dates of the class into the PeopleSoft Schedule Class Meetings, replacing the *official* start and end dates of the class. **Grading access via Titan Web will be extended through the standard five calendar days after the actual end date of the class.** If the end date is NOT changed to reflect the *actual* end date, the instructor will be responsible for recording the grades by the normal official deadline date.

The UW Oshkosh Academic Calendar with official start/end dates for classes can be viewed at:
http://www.uwosh.edu/provost/Main_Highlight/calendars/calendars

This form should be completed **after** course syllabus and class dates have been finalized. For study abroad classes, the actual class dates may be different from program travel dates.

Department/Sponsoring Unit: _____ Instructor/Faculty Director: _____
Department ADA: _____

Class Information (Attach Separate Sheet if Needed)					
Term	Subject	Catalog/Section #	Units	Class Start Date*	Class End Date**
Ex: Fall 2016	Art	105/001C	3	9/7/16	12/16/16

* Use the date the formal class begins rather than the first date of any pre-travel sessions if a study-abroad class.
** Use the date for completion of coursework rather than last travel date if a study-abroad class.

Reason for Extension:

Signatures of Approval:

Instructor/Faculty Director: _____ Date: _____

College Dean: _____ Date: _____

Registrar: _____ Date: _____