The University of Wisconsin Oshkosh defines its academic calendar by **terms:** spring, summer, and fall. Each term is divided into **sessions:** spring/fall 7W1, 7W2, 10W, 14W, 17W, and 3WI; summer 4W1, 4W2, and 8W. When a class is built in PeopleSoft, it is assigned the corresponding session’s standard start and end date.

**Examples for fall 2019:**
- 14W class: Start date = 9/4/19; End date = 12/13/19
- 10W class: Start date = 10/23/19; End date = 1/24/20

In special circumstances (e.g. study abroad), when completion of coursework will occur after a session’s standard end date, the class end date can be extended. To request a class end-date extension, complete and submit this form after the class has been built in PeopleSoft.

If the extension is approved, the department’s **USA/ADA must update the end date in PeopleSoft**, as the update will extend the grading deadline. The new grading deadline will be five calendar days after the new end date. **If the end date is NOT updated, grades will be due by the session’s standard deadline.**

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

---

**CLASS INFORMATION** (if needed, attach separate sheet)

<table>
<thead>
<tr>
<th>TERM</th>
<th>SUBJECT</th>
<th>CATALOG/SECTION/CLASS #S</th>
<th>UNITS</th>
<th>START DATE*</th>
<th>REQUESTED END DATE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2019</td>
<td>English</td>
<td>101/082C/61106</td>
<td>3</td>
<td>9/4/2019</td>
<td>12/20/2020</td>
</tr>
</tbody>
</table>

*For study-abroad, use the actual class dates, not the dates of travel.

**REASON FOR EXTENSION:**

---

**REQUIRED SIGNATURES:**

**INSTRUCTOR/DIRECTOR:** ___________________________ **DATE:** ___________________________

**COLLEGE DEAN:** ___________________________ **DATE:** ___________________________

**REGISTRAR:** ___________________________ **DATE:** ___________________________

---

Link to UW Oshkosh Academic Calendar: [Academic Calendar](#)