



Extension of Class End Date Request Form

Submit completed form to the Registrar's Office

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.**

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

CAMPUS (circle one): OSHKOSH FOND DU LAC FOX CITIES

ACADEMIC DEPARTMENT: _____ **INSTRUCTOR/DIRECTOR:** _____

DEPARTMENT USA/ADA: _____

CLASS INFORMATION (if needed, attach separate sheet)					
TERM	SUBJECT	CATALOG/SECTION/CLASS #S	UNITS	START DATE*	REQUESTED END DATE*
Fall 2019	English	101/082C/61106	3	9/4/2019	12/20/2020

*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: _____