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## REQUEST FOR “EXTENDED TIME” (ET) TO COMPLETE A COURSE

### TO THE STUDENT:

**Please request your instructor to email his/her approval to your advisor.**

**Fill out and send this ET form to your advisor.**

**Make your ET payment online. *No ET will be processed until payment has been verified.***

Student Name \_\_\_\_\_ ID no. \_\_\_\_\_

Advisor Name \_\_\_\_\_

Course Title \_\_\_\_\_ Semester Hours \_\_\_\_\_

Instructor's Name \_\_\_\_\_

**Deadlines for ET submission:** ETs should be submitted to your advisor by the date work is due to your instructor for the semester. **NO** ETs will be processed after the instructors' deadline to turn in grades.

**Deadlines for ET work:** Fall semester ETs extend the course deadline to the end of the following spring semester, spring ETs extend to the end of the following summer session, and summer ETs extend to the end of the following fall semester. **Please be advised, the instructor may require an earlier deadline.**

**Deadline for work:** \_\_\_\_\_

***Please note that extending your course does not extend tuition payment for the course. All students, including those receiving tuition-reimbursement from employers, must pay for courses by the end of the original semester.***

ET Fee: \$65 per semester hour/3 sh course=\$195

\_\_\_ Check Attached (check # \_\_\_\_\_)

\_\_\_ Paid Online (confirmation # \_\_\_\_\_)

**No second ETs.**

## **APPROVALS**

\*Student's Signature \_\_\_\_\_ date \_\_\_\_\_

*\*Printed signature constitutes legal.*

Instructor Approval: Attach e-mail: \_\_\_\_\_ date \_\_\_\_\_

Student Advisor Signature \_\_\_\_\_ date \_\_\_\_\_

\_\_\_\_\_

Date entered by MBU Online office: \_\_\_\_\_ Date sent to SA office: \_\_\_\_\_