



Records and Registration
304 O'Brian Hall
law-records@buffalo.edu

Request for Extension of Time

Student Name _____ Date _____

Person Number _____ Expected Grad Date _____

UB Email address _____

Course Semester _____ Year _____

Course # _____ Title _____ Instructor _____

I request an extension of time to complete the work due in the above named course. The final version of the work will be submitted to the Professor on or before _____

I understand that an **Administrative F** for this course will be entered if the final version of the work is not received by the due date.

I currently have incomplete work pending in the following courses: None _____

Course _____ Semester _____ Instructor _____

Course _____ Semester _____ Instructor _____

Student Signature _____

I approve the extension to the date indicated above and will submit the grade as soon as possible thereafter.

Instructor's Signature _____ Date _____