



University of Connecticut School of Law  
 Office of the Registrar  
 55 Elizabeth Street  
 Hartford, Connecticut 06105  
 860/570-5136  
 860/570-5135 (fax)

**Special Research Project  
 Extension Request**

This form must be completed **in its entirety** and signed before it is entered on a student's record. Selected guidelines governing Special Research Project extensions are listed on the reverse of this form. Additional information may be found in the student handbook. Students are responsible for ensuring that all required signatures are received and that this form has been properly filed in the Registrar's Office prior to the deadline.

**PLEASE PRINT:**

\_\_\_\_\_  
 Last Name                      First                      Middle

\_\_\_\_\_  
 Current Year/Division                      Anticipated Graduation Date

\_\_\_\_\_  
 Student Signature - **REQUIRED**

\_\_\_\_\_  
 Student Admin ID Number (Current Students Only)

**SEMESTER:**

\_\_\_\_\_ Fall  
 \_\_\_\_\_ Spring  
 \_\_\_\_\_ June Term  
 \_\_\_\_\_ July Term

**YEAR:**

\_\_\_\_\_

**CREDITS:**

\_\_\_\_\_ 1  
 \_\_\_\_\_ 2  
 \_\_\_\_\_ 3  
 \_\_\_\_\_ 4

**GRADING BASIS:**

\_\_\_\_\_ Pass/Fail  
 \_\_\_\_\_ Letter Grade

**ORIGINAL DUE DATE:**

\_\_\_\_\_

**REQUESTED FIRST EXTENSION DUE DATE:**

\_\_\_\_\_

**REQUESTED FURTHER EXTENSION DUE DATE:**

\_\_\_\_\_

\* Due Dates may not extended beyond a student's anticipated graduation date.

\*\* Failure to submit a paper or secure an extension before the deadline will result in a failing grade for the paper.

**FACULTY MEMBER APPROVING THE EXTENSION:**

**ASSOCIATE DEAN APPROVAL:**

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

**REASON FOR REQUESTED EXTENSION:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**For Office Use Only:**

\_\_\_\_\_  
 Processor's Initials

\_\_\_\_\_  
 Date Received

\_\_\_\_\_  
 Date Processed

999  
 Section and Class Number

## SELECTED GUIDELINES FOR EXTENSION OF SPECIAL RESEARCH PROJECTS

The supervisor for a special research project, in consultation with the student sets a stated deadline for the handing in of papers. Prior to the stated deadline, for good cause, the instructor may grant a single extension of time for handing in the paper.

Prior to the deadline as extended by the instructor, a student may make application to the Associate Dean for Academic Affairs for a further extension upon showing that unavoidable circumstances makes completion of the work by the deadline impossible. The Associate Dean for Academic Affairs may set an extended deadline after consultation with the instructor, but no extension can be granted which is later than the student's anticipated date of graduation. (The graduation dates are: January 31, Commencement Day in May and July 10. There are no additional graduation dates.)

**Failure to submit a paper by the appropriate deadline results in a failing grade for the paper,** unless the Associate Dean for Academic Affairs finds that grave cause prevented the timely submission of the paper. No such cause is considered sufficient if it could have been the subject of an application for extension as described above. Where failure to submit a paper is excused as above, the associate dean for academic affairs, in consultation with the instructor, sets a further extended deadline.

Notwithstanding the above rules, if a student scheduled for graduation at the close of the semester would have sufficient credits for graduation without the special research project credits, the instructor or the associate dean for academic affairs may direct that the student be withdrawn from special research project. Students also have the right to drop a Special Research Project at any time.

It is the responsibility of the student to have available an extra copy of his/her paper for use in grading should it become necessary.