

Date: Click here to enter a date.

**REQUEST TO THE FACULTY’S ACADEMIC COMMITTEE\*** (request should be submitted via program's secretary)

1. Requests to the Academic Committee may only be submitted through the programs.

2. Please submit supporting documentation wherever possible. Requests based on health issues must include **relevant documentation**.

**Personal Details**

First Name: Click here to enter text. Last Name: Click here to enter text.

Student no. Click here to enter text. Email address: Click here to enter text.

Program: Click here to enter text.

First year of studies in the program: Year. Years of studies left for degree: Click here to enter text.

**Student’s Request**

Extend submission date for paper in the course:

1. Course title: Enter text. Year: Year. Semester: Enter text. Course no. Enter text.
2. Course title: Enter text. Year: Year. Semester: Enter text. Course no. Enter text.
3. Original submission date: Date Requested submission date: Date
4. Original submission date: Date Requested submission date: Date

Other request: Click here to enter text.

Reasons for request:

Click here to enter text.

I know that I may be liable to pay extension fees as specified in the tuition regulations.

Student Signature: Click here to enter text.

**To be completed by the program**

Program’s recommendations:

Click here to enter text.

Date: Click here to enter a date. Signature Click here to enter text.

Program Academic Committee

**Academic Committee’s decision**

[ ] Approved [ ] not approved extension of submission date for paper. Last date for paper submission Click here to enter a date.

[ ] Approved [ ] not approved other request

Date: Click here to enter a date. Prof. Audrey Addi-Raccah

Vice Dean for Academic Affairs