



# Extension of Class End Date Request Form

The University of Wisconsin Oshkosh defines its academic calendar by terms (i.e., Fall, Spring, Summer) and each term is subdivided into multiple sessions (i.e., 3WI, 4W1, 4W2, 7W1, 7W2, 8W, 10W, 14W, 17W). Each *session* has an **official** begin and end date. *Classes* created in the Schedule of Classes in PeopleSoft will have the same official begin and end dates as the session to which they are assigned.

In *special* circumstances, such as study abroad, a *class* end date can be extended past the official end date of the session. Formal written approval by the Dean of the College for an extension is required when coursework will be completed after the official end date. **Use this form to request an extension of a class 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.”** Any student registering for a course that extends beyond the official term and is intending on graduating that term will need to reapply for graduation that following semester. Students enrolled in classes with extended end dates **must abide by the standard drop/withdrawal deadline dates published for the session in which the class is built (e.g., 7W1, 14W)**. Instructors must notify students in these classes of the consequences of registering for a course that extends beyond the University’s official end date.

Once approval has been granted, the department’s administrative support assistant must enter the *actual* start and end dates of the class into the PeopleSoft Schedule of Classes, replacing the *official* start and end dates of the class. **Grading access via Titan Web will be extended through the standard five calendar days after the actual end date of the class.** If the end date is NOT changed to reflect the *actual* end date, the instructor will be responsible for recording the grades by the normal official deadline date.

The UW Oshkosh Academic Calendar with official start/end dates for classes can be viewed at:  
<http://www.uwosh.edu/provost/academiccal/>

This form should be completed **after** course syllabus and class dates have been finalized. For study abroad classes, the actual class dates may be different from program travel dates.

**Department/Sponsoring Unit:** \_\_\_\_\_ **Instructor/Faculty Director:** \_\_\_\_\_

<b>Class Information (Attach Separate Sheet if Needed)</b>					
Term	Subject	Catalog/Section #	Units	Class Start Date*	Class End Date**
Ex: Fall 2005	Art	105/001C	3	9/7/05	12/20/05

\* Use the date the formal class begins rather than the first date of any pre-travel sessions if a study-abroad class.

\*\* Use the date for completion of coursework rather than last travel date if a study-abroad class.

**Reason for Extension:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Signatures of Approval:

**Instructor/Faculty Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**College Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Registrar:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Once all signatures above are affixed, copies will be distributed to the department program assistant(s) responsible for entering the class information into the database and to the Registrar’s Office, Attn: Bev Flanigan, Grades and Transcripts. For more information, email [flanigan@uwosh.edu](mailto:flanigan@uwosh.edu) or call (920) 424-0495. (Rev: 7/11/07)