



College Credit Connection, LLC Course Time Extension Request

INSTRUCTIONS:

- 1. COMPLETE THE FOLLOWING FORM.**
- 2. REQUEST EXTENSION FROM INSTRUCTOR.**
- 3. IF APPROVED, SUBMIT A \$15 PER UNIT EXTENSION FEE TO CCC.**

Printed or Typed Name _____

Student ID# or SS# _____

E-mail _____ Phone # _____

Course & Course Number

Date Enrolled in Course

Print Instructor's Name

Desired New Deadline **Date** to Complete Work

I am requesting a time extension to complete the work for the following reasons:

Student's
Signature _____ **Date** _____

Instructor's
Signature _____ **Date** _____

Students may request an extension from their Instructor to complete their coursework if they warrant additional time due to situations beyond their control (i.e., serious illness, accident, or death of a family member). However, instructors are under no obligation to grant an extension or offer make-up assignments. Requests for additional time to complete the course will be considered on a case-by-case basis by the Instructor and the Course Administrator. An additional \$15 extension fee per unit will apply for each course extended. All requests and arrangements for extensions are made with the Course Instructor and must be received at CCC no later than 48 hours after the last course session or regular class deadline.

If an extension is approved by the instructor, incomplete work for CCC students must be completed no later than thirty (30) days following the last class session or regular class deadline. No grade or credit will be issued to the student during this extended period until the work is completed. If the incomplete work is not completed within the prescribed period of time, the student will automatically receive the grade listed on the Extension Request form. Request for exceptions or extensions to the thirty (30) day limitation must be submitted in writing to the CCC Chief Academic Officer at Admin@CollegeCreditConnection.com.

CCC PAYMENT RECEIVED _____ CCC APPROVAL _____ DATE _____