

**I have read and understand the preceding information. The petition process is for EXCEPTION to University Policy. I understand that the decision will be final. I certify that the information given is correct. I understand that providing false statements or documentation is a violation of the Honor Code and that any violations will be reported to the Honor Code Office.**

Student ID Number \_\_\_\_\_ Email \_\_\_\_\_  
*(Result will be sent to this e-mail address)*

Student Name \_\_\_\_\_  
*(Serves as electronic signature)*

Current Local Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Date \_\_\_\_\_

**Request To Be Considered:**

**COURSE DETAILS**

List the course number(s) and semester/year of enrollment for consideration.

- **All Course Info** (e.g. HIST 1020-640) \_\_\_\_\_
- **Semester(s)** (e.g. Fall 2018) \_\_\_\_\_

**SELF-PACED COURSE PETITION FOR A TWO-MONTH EXTENSION**

Beginning with the fall 2018 semester, students are limited to a 6-month time period from the date of enrollment to complete an online course. Automatic extensions have been discontinued. Petitions for an additional two months from the original expiration date are accepted when two conditions have been met:

Extenuating circumstances include, but are not limited to health problems (mental or physical), a family emergency (such as a death in the family) or other unforeseen difficulties that may prevent a student, who has completed a significant amount of the work in a class, from completing the class within the allotted time.

## PERSONAL STATEMENT

Provide a personal statement explaining the extenuating circumstances that are the grounds for your petition for extension. Your individual case will be considered very carefully based upon what you write; therefore, it is in your best interest to make this statement as clear and complete as possible. A well-organized personal statement (250 words or less) should include pertinent details in chronological order.

## DOCUMENTATION

Provide documentation that verifies the circumstances (examples: written statement from doctor, dated email exchange with instructor, etc.). Faxed or emailed documentation is acceptable.

## COMPLETION PLAN and CONFIRMATION OF MORE THAN 50% COMPLETION

You must have completed more than half of the course to qualify for an extension. Provide a screenshot of your gradebook from Canvas, as in the example below. For each item not completed, indicate the date you intend and will commit to submitting the assignment or assessment in order to finish the course prior to the end of your two-month extension.

Name	Due	Score	Out of
Final Examination	4/5/19	-	100
Midterm Examination		88	100
Personal Introduction Form		9	9
Research Paper: Upload and Submit	3/29/19	-	100
Unit 1: Assessment		32	33
Unit 2: Assessment		30	34
Unit 3: Assessment		34	34
Unit 4: Assessment		33	34
Unit 5: Assessment	3/1/19	-	34
Unit 6: Assessment	3/15/19	-	33
<b>Unit Assessments</b>		<b>95.56%</b>	129.00 / 135.00

**Division of Continuing Education & Professional Studies**

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F 303.492.3962  
ce.colorado.edu

**PERSONAL STATEMENT**

Please e-mail your petition form, personal statement, supporting documentation, and a completion plan to [cewww@colorado.edu](mailto:cewww@colorado.edu). You may also fax to: 303-492-3962.

**OFFICIAL USE ONLY**

Received On: \_\_\_\_\_ Approved on: \_\_\_\_\_ Denied On: \_\_\_\_\_

**COMMITTEE COMMENTS:**