

# Extension Form

Office of Registration Services

500 William and June Warren Hall

[registrar@law.columbia.edu](mailto:registrar@law.columbia.edu)

212-854-2668 | 212-854-1135 (fax)

For Fall 2021 work, this form is due by December 23, 2021

For Spring 2022 work, this form is due by April 27, 2022

**Submission of this extension does not guarantee its results until it is reviewed and a decision rendered.**

Name: \_\_\_\_\_ UNI: \_\_\_\_\_  
Last First

Email: \_\_\_\_\_

Class:  2L  3L  LL.M. Expected Graduation Date: \_\_\_\_\_

Course Number: \_\_\_\_\_ Title: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

**Reason for the delay** (explain in a clear, thoughtful manner):

**If an extension is approved, an incomplete (IN) will appear on your transcript until the final grade is submitted.**

**Written work undertaken in the second year may receive an extension up to October 15 of the third year but only one incomplete grade can be carried into the fall term.**

**Written work undertaken in the fall term of the third year may receive an extension up to April 1 of the following year.**

**To capture late grade submissions, a final honors calculation for the academic year just ended is made during the last week in July. Students cannot receive academic honors for a year that includes a grade of incomplete. Therefore, students who wish to be considered for Kent or Stone honors are advised to consult with the relevant instructor about a submission date for work that will allow enough time to determine and record the outstanding grade by not later than the last week of July.**

I acknowledge that I have read the information above and am aware of the potential consequences that my request for an extension can have on honors calculations.

I request an extension until: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YYYY

Is this extension in conjunction with a Minor or Major Writing Credit?  Yes  No

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Counter-signature of the instructor approving the extension Date

*Please refer to Rules on page 2 for complete extension limits.*

**All written work, including seminar papers, should be completed and submitted to the supervising instructor not later than the end of the examination period of that term in which the student is registered for the written work. Extensions of time for submission of written work may be granted only by the Rules Committee upon written petition by the student, with the concurrence of the instructor in charge, but shall not exceed the following limits:**

## **Satisfactory Progress (Rule 3.3)**

A student is expected to make satisfactory progress toward fulfillment of the requirements for the J.D. degree.

- 3.3.1** Without the approval of the Rules Committee, and Compliance with such terms and conditions as it may impose. A student may not:
  - 3.3.1.1** Commence the fourth semester without having completed all the requirements save one associated with the first two semesters.
  - 3.3.1.2** Commence the fifth semester without having completed all the requirements save one associated with the first four semesters.
  - 3.3.1.3** Commence the sixth semester without having completed all the requirements save one associated with the first five semesters.
  - 3.3.1.4** Apply for the J.D. degree without having completed all the requirements save one associated with the first five semesters.
- 3.3.2** To the extent that timely completion of any point credit requirement depends on the submission of written work, the following rules apply:
  - 3.3.2.1** In the case of written work undertaken in the second year, an extension shall in no event be granted beyond the 15th day of October of the third year.
  - 3.3.2.2** In the case of written work undertaken in the fall term of the third year, an extension shall in no event be granted beyond the first day of the following April.
  - 3.3.2.3** In the case of written work undertaken in the spring term of the third year, an extension shall not be granted except in extraordinary circumstances. Candidates for graduation are hereby placed on notice that if such an extension is granted, it may result in postponement of graduation and of eligibility to take a bar examination.
  - 3.3.2.4** In the case of students who by reason of interruptions of residence or who are not otherwise on the normal three-year track, the Rules Committee shall take the provisions of sub-paragraphs 3.3.2 as guidelines for establishing absolute limits on extensions of time.
  - 3.3.2.5** A student who fails to submit written work in the time specified in this Rule, including any extension of time, shall be awarded a failing grade unless he or she petitions the Rules Committee and is granted an extension or additional extension as the case may be, which shall in no event exceed the limitations set forth above. A student who receives a failing grade on written work, either by reason of failure to make timely submission or unsatisfactory performance, will not be permitted to register for similar work in a subsequent term except on a topic substantially different from the topic of such late or unsatisfactory work.
- 3.3.3** The Dean may refer to the Rules Committee for appropriate action any student who is likely to be in violation of the foregoing standards at the end of the semester in progress.