# Special Needs Extension Request

Students who encounter unusual and critical circumstances that prevent them from completing a course within a standard 60-Day Course Extension, such as Military deployment, TDY/TAD, PCS, major surgery, natural disaster, family emergency, death of an immediate family member, or job relocation may request a Special Needs Extension. **Please read the full policy located on the Waldorf website before submitting this form**. If approved, the maximum length of the Special Needs Extension will be 120 days from the original course end date. Term students are only eligible for 60 days of total extensions (standard and Special Needs extensions combined) from the original course end date.

Students should complete this form and submit with official documentation that substantiates the circumstance and dates that the student will be affected. **Submission goal dates are required.** Requests that are received without support documentation or that do not include a written plan for completion of assignments will not be considered. Please note that approval is not automatic. The Special Needs Extension Committee will review and decide on the approval of each request. Students should normally receive a response within five (5) business days from receipt of request and support documentation.

| **Student Information** | | | |
|---|---|---|---|
| Legal Name | Last: First: Middle: | | |
| Student ID# | | E-Mail: | |
| Home Phone | ( ) - | Work Telephone | ( ) - Ext. |
| Reason for Extension Request (Extenuating Circumstances) | | | |

| **Course Information and Student's Plan for Completion of Assignments**<br>(If request is for more than two courses, please fill out a separate form) | |
|---|---|
| Course Number | |
| Course Name | |
| | **Incomplete Assignments and Submission Goal Dates *REQUIRED***<br>(example: Unit 6 Assessment-10/12/07; Course Research Paper-10/31/07; Final Exam – 11/10/07) |
| | |
| | |
| Course Number | |
| Course Name | |
| | **Incomplete Assignments and Submission Goal Dates *REQUIRED***<br>(example: Unit 6 Assessment-10/12/07; Course Research Paper-10/31/07; Final Exam – 11/10/07) |
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|---|---|
| ☐ I have included support documentation with this form as required. | |
| Student Signature: | Date: |

| **Waldorf Use Only** | | |
|---|---|---|
| Status: | ☐ Approved ☐ Not-Approved | |
| Reason for Non-Approval: | | |
| Committee Chair: | | Date: |

**Waldorf College**
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