



## **Extensions**

- If a student requests an extension, **the Academic Dean must approve the extension in advance.**
- Extensions are granted only in cases for which the student is ill or unable to complete the course due to circumstances beyond the control of the student.
- The student's advisor and instructor must sign the Extension form.
- Extension forms are available from the Registrar's Office and on the Intranet.
- Landmark College does not provide a grade of "IN" or Incomplete.

**Issued by the Office of the Registrar**