



SMITH COLLEGE  
School for  
Social Work

### Extension Agreement

**(Must be stapled to the grade sheet for each grade of (I), Incomplete.)**

**DATE:** \_\_\_\_\_

**TO:** Susan Donner, Associate Dean

**Cc:** \_\_\_\_\_  
(Student Name)

This is to inform you that I have agreed to allow \_\_\_\_\_ a two week extension from the end of this  
(Student name)  
term to complete work in course # \_\_\_\_\_,  
due to the following circumstances:

**Brief explanation here:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree to review this work and submit a narrative evaluation and final grade for this student within one week of the extension due date. If the above student fails to complete this outstanding work within the two week extension period, the following grade should be posted:

**Grade, based upon student's work to date:** \_\_\_\_\_

**INSTRUCTOR:** \_\_\_\_\_  
(Instructor's signature) (Instructor's name PRINTED here)