MAHARISHI UNIVERSITY OF MANAGEMENT
Distance Education Student Late Work Contract
(See policy on the back)

Student’s name: ___________________________ ID#: __________________ Date of Request: ____________

Email address: _____________________________ Phone: (_____ ) __________________________

Degree Program: __________________________ Academic Advisor: __________________________

Student expects to graduate:  ○ Fall 20____  ○ Spring 20____  ○ Don’t know

<table>
<thead>
<tr>
<th>Course Number: _________</th>
<th>Course Title: ________________________________________________</th>
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| Block: ______ | Semester:  ○ Fall  ○ Spring | Year: 20___ | Instructor: __________________________ |

Reason for requesting late work submission (documentation may be required):

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<th>Required coursework to be made up:</th>
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Plan by which you will make up this work (explain in detail):

Deadline for completing this work (must be by the end of the next class): ______________________

Student’s signature: ___________________________ Date ______________________

Instructor’s signature: ___________________________ Date ______________________

Faculty: You must a) record the grade earned at end of course per policy stated on the back, b) inform Registrar’s Office that a contract has been made, c) keep original and give copy to student, d) notify Registrar’s office of final grade change.
Policy Reminder Regarding Late Work

Effective February 22, 2016, Maharishi University of Management does not give a grade of Incomplete. Students who are eligible to submit final work after the last day of a course (see criteria below) will be assigned an interim grade for the course based upon 1) completed work and 2) in-class performance accumulated by the end of the course, and also on 3) the work not yet completed. A zero (0) for the uncompleted work is figured into the interim grade. If the student submits the final work in accord with the above contract, resulting score(s) will be factored into the final grade for the course.

Students who are not able to complete the final work of a course, typically in the final week, due to illness or family emergency or other compelling circumstances beyond their control, may petition the professor in writing to grant more time. Most incomplete work should be made up during the weekend after the final day of a course. In the event the student was sick or otherwise incapacitated for this final weekend, the student has until the end of the next course to submit work – except when the course ends at the end of the semester in which case the final grade must be submitted 2 weeks after the last day of the course. The faculty may also request documentation of the illness or other emergency. This petition should not be used generally in the case of students who miss more than the excepted amount of classes (see DE attendance policy in Catalog). These students should be given an NC or W depending on the circumstances. Nor should it be used to re-do work that the student would like to re-do for a better grade. The petition is only to cover work that cannot be submitted on time due to illness, family emergency, or other compelling circumstances.

If the petition for additional time is granted by the professor, he or she will form a contract with the student, including the specific assignments that need to be completed and their due date(s). If the required work is submitted as specified in the contract before the professor turns in his or her grades (generally ten days after the end of the course), the student will receive the grade he or she earned through his or her in-class work and work done during the extended time. If the required work is submitted after the end of the grading period, but before the end of the next course (or two weeks after the course end date for courses that finish at the end of a semester), in keeping with the contract, the student’s grade will be amended by the professor from what it had been at the end of the grading period to what he or she had earned by the end of the time agreed upon in the contract. After the deadline, no grade can be altered in the Registrar’s database, except through written appeal to the Dean of Academic Programs.