



# CHRISTENDOM GRADUATE SCHOOL

## COURSE REACTIVATION REQUEST

This form is for use by students who have missed the extension deadline for submitting work for an incomplete course and who wish to reactivate the course in order to submit work and get a grade/credit. This form must be submitted to the Dean or Registrar of the Graduate School, with the \$100 course reactivation fee, within one year of the original due date for the course. No work can be accepted beyond that point.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Course: \_\_\_\_\_

Professor: \_\_\_\_\_ Semester: \_\_\_\_\_

### Important Policy Details:

- If a student who has been granted a temporary grade of “incomplete” (permission from the professor to complete course requirements beyond the due date and up to the end of the extension period) fails to complete the requirements by the extension deadline, the only way he may complete the course (to avoid having to re-register for and re-take the course) is to fill out the *Course Reactivation Request* form.
- This form must be submitted to the Registrar along with the \$100 course reactivation fee.
- If the Dean of the Graduate School approves the request, the Registrar will then reactivate the course and notify the professor that he may accept the remaining required course work.
- If the Dean does not approve the request, the \$100 fee will be returned to the student.
- A student may reactivate each incomplete course only once, and only within a year of the original due date (the end of the semester in which the course was taken) by which time all course requirements must be submitted; otherwise, the student must re-register for and re-take the course if he wants credit for it.
- Any course taken outside of a regular semester, such as continuous-enrollment online courses (THEO 590, EDUC 630 & 631) and directed independent study courses, have a deadline of four months from registration; an extension may be approved by the professor for up to three months, with no possibility of extension beyond this time. Such courses may not be reactivated.

Office Use Only:	Date Fee rec'd: _____	Approved : _____	Date: _____
	Professor notified: _____	Student notified: _____	