The Hong Kong University of Science and Technology
Academic Registry

This request should be sent to the Academic Registry **BEFORE** the respective grade reporting deadline is due

REQUEST FOR EXTENSION OF GRADE REPORTING DEADLINE

To :   Academic Registry
        Room 1381, via Lift 17-18 (Attn: Examinations)

Please extend the grade reporting deadline for the following course(s):

Course Code	Original Deadline	Proposed Deadline	No. of students in the course	The course contains graduating students (Y/N)	Reasons for postponing grade submission

Department	Name (in block letters)	Signature of Department Head	Date