

**PAUL SMITH'S COLLEGE
CAPSTONE PROJECT**

Application for Deferred Completion of Capstone Project

In the case of some significant circumstance which prevents a student from progressing toward completion of the Capstone Project within the designated semester, a student may request a deferral of completion for the project. The student must complete this form which provides an explanation of the need for the deferral, and presents a plan for completion of the project during the following academic semester. The Capstone Project course instructor may, may, with the approval of the Capstone Coordinator, the student's Dean and the Provost, report a Deferral (DEF) on the final grade report sheet submitted to the Registrar's office. If the student does not complete the Capstone Project within the time-line established for Capstone Projects the following academic semester, and according to specific stipulations that may be added, a grade of "F" will replace the Deferral grade, unless an exception is granted by the Provost.

Student's name _____
Date

I.D. _____ _____
Academic major Mentor

Title of Capstone Project

Please attach a sheet with an explanation of the need for deferral and your plans to complete the Capstone Project.

Please record any comments on the back of this sheet.

Approved by:

Capstone Coordinator _____
Date

Department Chair _____
Date

Provost _____
Date

- c: Registrar (original)
- Capstone Coordinator
- Department Chair
- Student