

## EXTRA CREDIT FORM

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Current Term: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Is this a CIL event? (Hosted by CIL):    Yes  No

Please provide a brief description of what you will be doing for the event:

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### Extra credit information

A student must be approved by the current chef/instructor in order to receive the extra credit points in that class.

A student will earn 3 points for the first event, and 2 points for the second event within the same term. No more than 5 points may be earned per term. The credits will go towards all of the current [approved] classes.

Form must be submitted **no later than 10 days after the term has ended** in order for the points to be added to the final grade.

### Chef/Instructor

As an educator, your approval will grant the student the additional points in the student's final grade (you do not need to add the points into your gradebook, the Academic Affairs Department will make the necessary changes to the final grade).

If you do not approve, please list the reason why.

**For Chef/Instructor use only**

CT Chef/Instructor's Name	Approval	If Not Approved, select reason		
1 _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Attendance: <input type="checkbox"/>	Attitude: <input type="checkbox"/>	Other: <input type="checkbox"/>
		If other, please explain: _____ _____		
2 _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Attendance: <input type="checkbox"/>	Attitude: <input type="checkbox"/>	Other: <input type="checkbox"/>
		If other, please explain: _____ _____		
3 _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Attendance: <input type="checkbox"/>	Attitude: <input type="checkbox"/>	Other: <input type="checkbox"/>
		If other, please explain: _____ _____		
4 _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Attendance: <input type="checkbox"/>	Attitude: <input type="checkbox"/>	Other: <input type="checkbox"/>
		If other, please explain: _____ _____		

**For Academic Affairs Department**

CT	COURSE ID	Current Grade	Final Grade
1			
2			
3			
4			

Date Received: \_\_\_\_\_

\_\_\_\_\_

Certifying Official

\_\_\_\_\_

Academic Affairs Signature

