

## 19 Week Deadline Extension Request Form

Students using GI Bill® benefits to fund an aviation flight course must complete each flight lab within 19 weeks of the first flight event; failure to do so will result in the student being assigned a grade of U (Unsatisfactory) or NC (No Credit). Students using GI Bill® benefits must repay to the VA the cost of any course in which a grade of U or NC is earned.

To request an extension of the 19-week deadline, please complete this form and submit it to the EKU Aviation Student Training Manager with all the required information and documentation. **Incomplete requests will be denied and returned.** 

Office Use Only:			
Deadline to submit request (15 days prior	r to deadline):		
Initial 19 Week Deadline:			
Name:	EKU ID:		
Address:			
Street	City	State	Zip
EKU Email Address:	Phone No.: (	)	
Course:	_ Section No. (CRN):	Semester:	
3 Letter Prefix 3 Digit Number			

## Aviation 19 Week Deadline Extension Request Forms must include all of the following (incomplete appeals will be denied and returned):

- 1. This 19 Week Deadline Extension Request Form.
- 2. A detailed typed and signed explanation from the student that:
  - a. Thoroughly explains the circumstances which prevented the student from completing flights and how/why those circumstances affected the student, and
  - b. A comprehensible timeline of the events cited by student that prevented them from completing required flights, and
- 3. A plan <u>drafted</u>, <u>approved</u>, <u>and signed by the instructor</u> that clearly explains how the circumstances have been resolved to ensure completion of flight lab in a reasonable time frame. This should include future flight reservations and steps to ensure flight lab completion.
- 4. Documentation to support and verify the circumstances cited in the explanation. This includes but is not limited to documents of military orders, cancellation reports, doctor's notes, etc.

Initial and sign below:									
I understand that if my request does not include all required documents, it will be denied and returned.									
I understand that I am responsible for making sure all my request documents have been submitted.									
<ul> <li>I understand that requests cannot be approved after the <i>Deadline to submit request</i>.</li> <li>I understand that this request is for an extension only and not a guarantee of flight lab completion.</li> <li>I understand that if my request is approved, I am responsible for meeting the new extended deadline.</li> </ul>									
					I certify that the information I have provided in this request is true and complete.				
					I understand that if I do not meet the initial or extended 1	9 Week Deadline it is my responsibility to			
consult with the Office of Military & Veteran Affairs regard	ding any monies owed to the VA.								
Student Signature	Date								
Submit completed form and all additional documentation to:									
Kennedy Irakoze Aviation Student Training Manager									
Phone: (859) 622-2835									
Email: kennedy.irakoze@eku.edu									
Office Use Only:									
Approved/Denied:									
Adjusted 19 Weekend Extension Deadline:									
Dennis Sinnett, Director of Aviation	Date								