



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 NC (No Credit). Students using GI Bill® benefits must repay to the VA the cost of any course in which a grade of NC is earned.

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

Office Use Only:

Deadline to submit request: _____

Initial 19 Week Deadline: _____

Name: _____ ECU ID: _____

Address: _____
Street City State Zip

ECU 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. The 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
 - c. A plan approved and signed by the instructor 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.
3. Documentation to support and verify the circumstances cited in the explanation. This includes but is not limited to documents of military orders, inclement weather issues, 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.

___ I understand that requests cannot be approved after the *Deadline to submit request*.

___ I understand that this request is for an extension only and not a guarantee of flight lab completion.

___ I understand that if my request is approved I am responsible for meeting the new extended deadline.

___ 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 19 Week Deadline it is my responsibility to consult with the Office of Military & Veteran Affairs regarding any monies owed to the VA.

Student Signature

Date

Submit completed form and all additional documentation to:

EKU Aviation
521 Lancaster Ave
Whalin 307
Richmond, KY 40475
Fax: (859) 622-2357
Email: sara.sims@eku.edu

Office Use Only:

Approved/Denied: _____

Adjusted 19 Weekend Extension Deadline: _____

Dennis Sinnett, Director of Aviation

Date