

**REQUEST FOR COURSE EXTENSION**

It is the student's responsibility to obtain this form and submit it to the Course Instructor by the **last meeting date of the class** in order to request a grade of "I" (Incomplete) for a particular course. The instructor must sign and date the form to grant the request. The student will then submit the form to the Office of the Registrar for filing.

All work must be completed by the agreed date listed on this form. Students should keep copies of all work submitted. Seminary policy allows for the instructor to determine the length of time allowed for an extension, up to 90 days. If additional time will be needed, the student must request it in writing to the instructor, with a copy to the Registrar's Office. The request for additional time must be approved in writing by the instructor and will include the date of submission of all materials for final grade consideration.

Upon completion of work for the course, the instructor will submit the final grade to the Registrar's Office.

*Extensions are granted at the discretion of the Professor; not all requests will be granted.*

**STUDENT:** Please Print:

Date of application for extension \_\_\_\_\_

Student's name \_\_\_\_\_

Course Number/ Title \_\_\_\_\_

Semester and Year \_\_\_\_\_

Instructor's Name (print) \_\_\_\_\_

Reason(s) for requesting an extension:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTOR:** Please Print:

Due date for work being completed \_\_\_\_\_

Describe briefly the work to be completed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If work is not completed, will the student receive a passing grade? Yes \_\_\_ No \_\_\_

**Approved:** Instructor's Signature \_\_\_\_\_ Approval Date: \_\_\_\_\_

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