



Date Request Received:

COURSE EXTENSION REQUEST FORM

College Seminary

You are required to meet with your professor before filling out this form. Submit your completed form to the Registrar's Office. If there are implications to your OSAP funding, the Financial Aid Rep will email you. The Dean will review your request and approve or deny it. The Registrar's Office will communicate the Dean's decision to you via email. **Any request for a course extension must be made 1 week before the end of the current term. Any requests after the last day of exams will not be granted.**

Section One: to be completed by the student			
Name:			
Student Number:		Phone Number:	
E-mail:			
Program of Study:			
Course Code and Course Name for which you are requesting an extension:			
Name of Professor:		Term:	
Reason for Request: <i>(Read the course extension policy, including the paragraph about "extenuating circumstances", on the back of this form.)</i>			
Please Extend the Due Date to:			
	<i>Note: For Online Learning courses, your due date will be one month from the end of the term.</i>		
Are you currently receiving financial aid / OSAP?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Section Two: office use only					
Fee Received <small>(Online Courses Only):</small>					
Professor:	Proposed Extension date:	Initials:		Date:	
Financial Aid Rep Notes:		Initials:		Date:	
Academic Dean:	<input type="checkbox"/> Approve - Extension date: <input type="checkbox"/> Decline	Signature:		Date:	
Student Signature:				Date:	
Office Tracking:	<input type="checkbox"/> Student emailed with Dean's decision <input type="checkbox"/> "incomplete" on MyHeritage			Date:	
Registrar's Office	Grade to date _____ Final Grade _____ Comments:			Date:	

COURSE EXTENSION POLICY

1. In order to be eligible for a course extension, you must fill out the Course Extension Request Form and hand it in to the Registrar's Office.
2. The submission of a request for an extension does not guarantee the provision of an extension.
3. The final due date for a course is defined by the Institutional Calendar and the professor in the course syllabus.
4. No extensions may be granted which would involve a due date more than four months later than the end of the current semester.
5. Extensions will only be granted based on "extenuating circumstances" (i.e., medical, personal or family crisis).

PLEASE NOTE: You need to be aware that the phrase "extenuating circumstances," means just that. "Broken printers," "studying for Greek," "just being so busy," or "trying to complete course work for another class" do not qualify as grounds for extensions! Please do not request an extension on these or similar grounds. If your course work is late for other than "significant, unusual and unpredictable circumstances" (i.e., medical, personal, or family crisis), it will be graded precisely as laid out in the course syllabus in order to be fair to all (and equally busy) students. You are advised to plan your assignments – and your life – accordingly.