



EXTENSION OF TIME PETITION FOR COMPLETION OF COURSE WORK

Instructions: For regular [i.e. Michaelmas and Easter] courses, this form must be received by the Registrar, with the required signatures, by 5 p.m. on the “last regular day of classes” of the term as specified on the Academic Calendar. For Epiphany and Trinity terms, this form must be received by the Registrar, with the required signatures, by 5 p.m. on the last day of that class. *Extension requests for life crises may be filed at any time.*

GTS Policy: For all degrees except STM and Th.D.: Extensions of time for completion of work may be granted at the discretion of the instructor and the student’s advisor, each of whom must sign this form in order for it to take effect. The limit of the extension for Michaelmas or Easter semester courses is four weeks after the end of term. The limit for Epiphany and Trinity terms is four weeks after the last day of that class.

For STM and Th.D. Students: Extensions may be granted to students in an advanced degree program for the completion of work in a course in the Michaelmas term up to the first day of classes following the spring break of the subsequent Easter term, and for the completion of work in a course in the Easter term up to the first day of classes of the subsequent Michaelmas term.

The instructor may require an earlier deadline. According to the instructor’s discretion, an extension of time may affect the grade given for the work.

Student’s Name: _____ **Date:** _____

Program: MDiv MA-SD MA MA-M STM Th.D. Diploma Certificate

Term Began Matriculated Studies: _____ **Currently enrolled:** full/time part/time

Course Number and Name: _____

Nature of Work Due (paper, with number of pages; group project; site visit; etc.):

Reason for Extension Request: _____

Date work is due: _____

Desired new date for completion of work: _____

Student’s Signature _____ **Date** _____

Instructor’s Signature _____ **Date** _____

Advisor’s Signature _____ **Date** _____