



EXTENSION OF TIME APPLICATION

Student's Name _____ ID# _____
Address _____ E-mail _____
_____ Phone _____

Extension of Time Fee: \$75.00

I. INSTRUCTIONS

1. **Carefully read the extension of time policy** on the back of this form.
2. **Complete ALL areas, sign your name, and initial on the space provided below your name** signifying that you have read and understand the policy.
3. **Obtain consent from the course instructor** and have him/her sign below.
4. **Consult with your faculty advisor** and have him/her sign below.
5. Submit the form to the **Office of Academics** for consideration.
6. If approved, the original application will be transmitted to the Registrar for placement on your transcript. Additionally, you will be notified and given a copy for your records.
7. **Make payment to the Business Office** – either in person or over the phone using VISA or MasterCard.

II. COURSE INFORMATION

Course Number and Title _____
Semester/Year _____ Credit Hours _____ Extension Deadline _____
Work to be completed _____

Reason(s) for Requesting Extension (Be Specific):

III. SIGNATURES:

Student _____ Date _____
I have read and understand fully the Extension of Time policy on the back of this form _____ (Please initial).
Course Instructor _____ Date _____
Faculty Advisor _____ Date _____
Assistant VP for Academics _____ Date _____

IV. ADMINISTRATIVE PROCEDURES:

Business Office (Payment) _____ Registrar's Office _____

cc: Student, Course Instructor, Office of Academics



EXTENSION OF TIME POLICY

An application for an Extension of Time must be made by the last day of regular classes and is granted for approximately four weeks. D.Min. students must submit Extension of Time requests no later than March 1, the deadline date for completion of all D.Min. work. Students in their last semester before graduation are ineligible for extensions.

Students may apply for an extension of time to complete course requirements. To receive an extension of time, the student must complete an Extension of Time application, pay the designated fee, and have the approval of the course instructor, his/her advisor, and the Assistant Vice President for Academics. Approval of the Extension of Time request allows the student additional time to complete course requirements. The student will receive a grade of "E" until the outstanding work is submitted or until the deadline date (whichever comes first). **Deadlines** for extended work are as follows: **January 15 for fall semester; June 17 for spring semester.** The **deadline** for D.Min. extended work is **April 1.** Extensions are not available for online, directed study, or J-term courses. **Students not submitting work by the extension deadline will receive a grade of "F". The grade will not be changed and the student must repeat the course.** Students may not be allowed to enroll for J-term courses if they have Extension of Time course work that has not been submitted.

In the event a transcript is requested, "E" will be changed to "F."