

## New York Theological Seminary Request for Course Extension

This form is to be filled out by the student, **and must be signed by the course instructor prior to the last day of the semester** as posted in the seminary calendar. Upon approval by the instructor, one copy of the completed form will be given to the student and one copy submitted with the course grade sheet to the registrar. The instructor will retain the top sheet.

All work must be completed by the agreed date listed on this form. Seminary policy allows for the instructor to determine the length of time allowed for an extension, up to 90 days. In no case may an extension be granted beyond 90 days.

Upon completion of work for the course, the instructor will turn in the final grade to the registrar's office, using this form. Students should keep copies of all work.

*Please note that extensions are granted only at the discretion of the professor, and not all requests will be granted.*

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

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

Course number / title \_\_\_\_\_

Semester and year \_\_\_\_\_

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

Describe briefly the work to be completed:

Reasons for extension:

Approved: Instructor(signature) \_\_\_\_\_

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

TO BE COMPLETED BY INSTRUCTOR: Final course grade \_\_\_\_\_ date \_\_\_\_\_