



## 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 **Assistant Academic Dean's Office 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 Academic Dean \_\_\_\_\_ 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 Academic Dean. 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."