

# Winebrenner Theological Seminary

## Extension Request Form

**Rationale:** The purpose of an extension is to make a provision for students who are experiencing serious illness or the death of a family member, for an additional allotment of time to complete their course projects. The grade will be recorded as I (Incomplete). The student has four weeks following the end of the trimester to submit completed work. Failure to do so without further written permission from the Academic Dean will result in the student receiving an F for the uncompleted work, which will be factored into the student's overall course grade.

**Process:**

1. Student initiates contact with the course professor by the final class session (or in the case of a one-week intensive, the due date of the final projects) to request, via completion of this form, an extension for the course projects. If the course professor grants the extension, s/he signs below. The student then submits this form to the Academic Dean. The student will receive written confirmation from the Academic Dean if the request for extension has been granted, which notes the due date for all work.

2. Course for which extension is requested: \_\_\_\_\_

Description of late work: \_\_\_\_\_

Professor: \_\_\_\_\_

Student: \_\_\_\_\_

3. Explanation of extenuating circumstances: \_\_\_\_\_

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4. Appeal Signatures:

a) Professor \_\_\_\_\_ Date \_\_\_\_\_

b) Academic Dean \_\_\_\_\_ Date \_\_\_\_\_

c) Registrar \_\_\_\_\_ Date \_\_\_\_\_