



PETITION FOR COURSE EXTENSION

Course Extensions May Be Granted Under Extraordinary Circumstances

Student's Name _____
(first name) (middle) (last name)

Date of Request _____ Year _____ Term _____ Session _____

Petition Status: First Second Third Fourth Fifth Sixth Degree Program _____

Course Title: _____ Instructor _____

Mid-Term Paper: Yes No Final Paper: Yes No

Reason for Request: _____

Student's Signature _____ Date _____

TO BE COMPLETED BY THE REGISTRAR:

Number of Previous Approved Course Extensions (determined by the Registrar): _____

Registrar's Signature (must be obtained first) _____ Date _____

Instructor's Signature _____ Date _____ New deadline for submitting course work: _____

Degree Program	Total Number of Incompletes Allowed During the Course of a Student's Career
MATS	4
MDiv	6
DMin	2

PETITION FOR COURSE EXTENSIONS – POLICIES AND PROCEDURES

To apply for an extension, students first need to contact the Registrar, who will grant application for an extension as long as the number of allowed extensions has not been exceeded. For the extension actually to take effect, the student then needs to obtain the approval from the course instructor.

Further, a granted course extension may be extended only one time with petition to the Degrees Committee. If the work is not turned in at the end of the second extension period the course will receive an automatic grade of INC (Incomplete).

All overdue work must be submitted to the Registrar in hard copy (NOT e-mail) by the deadline listed on the extension. The Registrar will forward it to the instructor for grading. Students may not submit course work by e-mail unless they have made arrangements with the instructor to do so.

Students may not be granted more than one six-week extensions for any intensive course (January/June). Unless the second request is occasioned by extenuating circumstances and the Degrees Committee gives permission for the second extension.

Ordinarily extensions for completion of course work will not be granted when an instructor is scheduled to be on leave the following term.

If any of the above deadlines and provisions is not met, the course grade becomes a permanent Incomplete (INC) on the student's record. For the time period while the student is completing the course work, a notation of "EXT" will appear on the grade report and transcript to signify the student has an approved extension for the course. The "EXT" notation is equivalent to a temporary incomplete.

Students petitioning for course extensions at other schools need to follow the policies in place where the course is taught, but must notify the EDS Registrar in writing that the extension has been requested and approved.