

**FORMAL EXTENSION REQUEST FORM**

and grade return

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course #** **Course Title/Number:**

**Instructor**:

**Description of Work to be Completed:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Original Due Date for Completion of Work**:

**Extended Due Date for All Work:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for Extension Request:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grade to be assigned if the work is not completed by the extended due date:** \_\_\_\_\_\_\_\_

**Student Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean or Director’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*To be completed by Registration Administrator and forwarded to the instructor with the student’s completed course work:* **Date Extended work received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*To be completed by Instructor and returned to Registration Administrator:*

***Student’s final course grade: \_\_\_\_\_\_\_\_\_\_\_***

***Instructor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_***

**EXTENSION POLICY**

*Reprinted from Bexley Seabury Student Handbook, 2018-2019*

***Informal Instructor Extensions:*** (*this form is not required for informal extensions*)

Extensions for submission of required course work are not routinely granted. Extensions for the submission of course work *of up to two weeks* beyond the posted due date at the end of a semester or term may be granted at the discretion of the instructor, for good cause shown. Completed course work submitted under this paragraph should be submitted directly to the instructor.

***Formal Extensions Requiring Approval of the Dean:*** (*approval form required*)

Students who believe that they will require an extension of longer than two weeks beyond the posted due date in order to complete course work, up to a maximum of sixty (60) days, must obtain the permission of the Academic Dean (MDiv or Anglican Studies students) or of the DMin Director (DMin students in Congregational Development) by submitting a completed “Formal Extension Request Form,” signed by the instructor, *no later than the originally posted due date.* See Formal Extension Request Form on the Bexley Seabury website under “Current Students”/ “Forms and Documents.”

All course work that is due on formal extension must be submitted to the Registration Administrator, who will record the date the work is submitted and forward same to the instructor for review and grading. Upon the instructor’s return of the final grade to the Registration Administrator, same will be recorded in the student’s record.

If course work is not submitted by the approved extended due date, the grade indicated on the Formal Extension Request Form will be recorded as the final grade on the official transcript. The final grade on the Formal Extension Request Form may not be an Incomplete (I).

**No grade will be recorded for a course in which work is due**

**under any extension until the extension period expires.**

**Students who cannot complete course work within 60 days of the originally posted due date should consult the policy for requesting a grade of Incomplete (I)**