



Course Extension Request Form

Registrar's Office: ph. 303-357-5845, 6399 S. Santa Fe Dr. Littleton, CO. 80120, registrar@denverseminary.edu, fax: 303-783-3122
Submit this form to Student Life studentcare@denverseminary.edu no later than 5pm on the last day of the semester.

What is a course extension?

A course extension is a formal granting of additional time (eight weeks) beyond the end of a semester, intersession, or summer term for a student to complete coursework. The request process requires a student and professor to work collaboratively to establish a new, extended deadline. Requests will be evaluated using the institutional definition of "extenuating circumstances" provided below:

Extenuating circumstances include such events as a death in the family, severe illness, critical accident, birth of a child, and similar events that could not have been anticipated or prevented by the student. Events that would not be considered extenuating include being too busy, travel plans, employment demands, ministry commitments, and minor illnesses.

Student Information

Student Name: _____ Student ID: _____

Program: _____ Email Address: _____

Semester: _____ Course Code: _____ Course Instructor Name: _____

Reason for Course Extension Request (please check one that applies):

- Death in the Family
- Birth of Child
- Accident
- ADA/Disability Accommodations Related
- Illness/Medical/Health Related
- Military Obligations
- Other (please describe): _____

Considerations and Exclusions

- Students who are unable to finish their coursework by the extended deadline will receive a grade based on work completed through the last day of the approved extension period.
- Extension requests cannot be granted for a project, thesis, or summative paper.
- Extension requests are not available to graduating students unless the graduation date is postponed.

FINAL STEP

Submit this form to the Student Care Specialist (studentcare@denverseminary.edu) no later than 5pm on the last day of the semester. For intersession and summer classes, course extension requests must be submitted and approved before the last class convenes or one week before the final assignment is due (whichever occurs later). Extensions will not be granted beyond these deadlines. Once processed, the student and professor will receive confirmation via email from the Registrar's Office.

Student Signature: _____ Date: _____

Professor's Approval Signature: _____ Date: _____

Student Care Approval: _____ Date: _____

Registrar's Office Approval: _____ Date: _____

For Office	Date Received: _____	Date Processed: _____	Course Code: _____
Use Only	Extension Date (8 Weeks): _____		Grade Due Date (11 weeks): _____
	Processed by: _____ Student/Professor/Student Care Notified: _____		

