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 (two weeks) beyond the end of a semester, intersession, or summer term for a student to complete their coursework. A course extension is meant to give students additional time to finish remaining assignments and is not applicable if the student has not made reasonable progress throughout the duration of the semester. 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

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

DENVER SEMINARY

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This document is intended to support students requesting a course extension by outlining a realistic timeline for completion of the remaining course work. This timeline should be determined collaboratively with the student, but professors have the final authority to determine what is reasonable. This Course Extension Plan is required for consideration of a course extension request and must be submitted with page one of this form.

Course Extension Plan

Please list the assignments which the student has left to complete for this course and indicate a new due date for each assignment based on the student's two week course extension:

Assignment	Due Date