

# Extension Policies

Please read these policies carefully. All students on extension are responsible for this information.

## *Under what circumstances will an extension be granted?*

- It is not the intention of the extension policy to provide students an opportunity to achieve higher grades, nor to make allowances for mismanaged time. The extension policy exists to grant additional time to those students who face some unforeseen circumstance, such as major illness or other extenuating event, within the course of the semester. With this in mind, the following two types of extensions are available:
  - **Unavoidable extensions** will be granted, without penalty, to those students who can demonstrate a loss of time due to an unforeseen and uncontrollable event (major illness, death in the family, etc.) occurring during the semester in which the course is registered. Requested extension time should correspond to the duration of time lost by the emergency (e.g., five days lost to funeral preparations = five day extension). Time lost due to ministry, business, or educational overload will not be considered. Pre-existing medical conditions *are* foreseeable and therefore may be subject to qualification.
  - **Avoidable extensions** will be granted, without contest, to those who do not qualify for the unavoidable extension. However, these extensions carry an automatic 1/3 grade penalty per weekday (e.g., A to A-).

## *When must I file for an extension?*

- **Arrangements for submission of work on or before the last day for written work** are made between the student and professor. *This policy also applies specifically to 7 week, weekend, and intensive courses.* Formal petition to the registrar is not required at this time. This includes arrangements for the re-scheduling of final exams. Such work may be reduced in grade or refused by the professor.
- **Coursework to be submitted after the last day for written work** must be approved by the registrar upon receipt of this formal petition. The professor's signature is not required in this case.
- **Extension petitions must be filed with the Registration Office no later than 4:00 p.m. on the last day for written work.** Requests turned in after this time are stamp-dated to the next business day and may be denied or incur additional penalty. Students are urged, however, to submit petitions *before* the deadline, preferably no later than the last day of class; in the event that a request is denied, a student will still have until the deadline of written work to complete the requirements (with permission of the instructor).

## *When and where must I submit the extended coursework?*

- Students who are granted an extension must submit the final coursework (or sit for the exam) by the deadline approved by the Registration office. Coursework submitted after the deadline will be penalized one full grade per weekday.
- All coursework, for which an extension is granted, must be submitted to the Registration office; since the extension process begins in the Registration office it must end there as well. Extension coursework submitted to a third party (professor, Semlink and Mentored Ministry offices, etc.) will receive a grade penalty in addition to any that may already have been assessed. Exception: Exams proctored in the library do not need to be submitted to the Registration Office.

## *What if I cannot meet the extension deadline?*

- In the event that a student cannot meet the deadline specified in the first extension, a petition for re-extension must be filed with the registrar no later than the expiration date of the original petition. Re-extensions without penalty will be granted only when a student can document a second major unavoidable event. In the case that a student requests a re-extension for circumstances which fall outside of the category of an unavoidable circumstance, the student will have the opportunity to use one of his or her avoidable extensions. In some cases, the registrar may require the action of the Judicial Committee before a final decision can be made.
- Work turned in to the Registration Office after the extension deadline and without a re-extension will have a *one full-grade penalty per day added to the original grade penalty.*

## *May I withdraw from a course after I have been granted an extension?*

- The last date to withdraw from a course is the last day of classes as noted in the Student Handbook. When a student contracts for an extension, withdrawing from the course is no longer an option except in cases where completion of the work has been made impossible due to chronic illness or disability. The Judicial Committee must approve such exceptions.

## *What about ThM courses?*

- ThM courses are subject to the same deadlines as standard graduate courses. Unavoidable extensions will not be granted on the basis of elevated course requirements.

## *Is there an exception to the extension policy for thesis courses?*

- Yes. Students may petition for up to a year extension on their thesis final thesis course. These extensions will be granted without penalty. No re-extension will be granted once the one-year deadline has been reached.
- ThM Writing courses, MAR Project courses, and other project courses do not qualify as theses and will be treated as standard courses in regard to extension policies.

**\*\*There is a one-year limit on all extensions\*\***

