

**Gordon-Conwell Theological Seminary – Boston**  
Center for Urban Ministerial Education  
(Centro Para La Educación Ministerial Urbana)

## Extension Request

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Today's Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

Course # \_\_\_\_\_ Title: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Email: \_\_\_\_\_

Year \_\_\_\_\_ Semester (Check One):  Fall  Winter  Spring  Summer

Work needing extension:  Exam  Paper  Other \_\_\_\_\_

First Extension  Re-extension

Date work will be submitted: \_\_\_\_\_

**PLEASE STATE THE REASONS WHY YOUR WORK WILL BE LATE:**

1. What circumstances make this request of extension necessary? (Be specific)
2. How much time was actually lost by the illness or emergency? (Be specific)

Course Instructor: \_\_\_\_\_ I do \_\_\_\_ do not \_\_\_\_ approve of this request.  
(ISP courses require the signature of the GCTS – Boston Registrar)

Additional Comments (by instructor, if any):

**The following action was taken on your petition:**

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90 Warren Street  
Roxbury, MA 02119  
Voice 617-427-7293 - Fax 617-541-3432

Petition form for

## **Request for a Coursework Extension**

**Coursework to be submitted after the last day of the semester must be approved by the CUME Registrar through this formal petition. Requests received after this date may be denied or incur additional penalty. Students are urged, however, to submit petitions before the deadline, preferably one week prior. This will give the student one week to complete the course requirements in the event that a request is denied.**

The intention of the extension policy is not for the purpose of allowing students an opportunity to achieve high grades, nor to make allowances for mismanaged time. It is to grant additional time to those students who face some unforeseen circumstance, such as illness or other extenuating event, within the course of the semester.

Extensions without penalty will be granted only in cases of unavoidable situations, such as emergency or illness, either involving the student or the student's immediate family. Job or church related responsibilities are not considered 'unavoidable' in most cases. In situations where extension requests are granted for circumstances 'unavoidable,' penalties will be assessed on late work in the amount of ½ grade per week. Petitions will not be approved in cases where the student cannot show adequate justification.

Arrangements for submission of late work on or before the last day for written work as stipulated in the catalog (generally falling on the Tuesday after final exam week) are made between the student and professor. Formal petition to the registrar is not required at this time. This includes arrangements for the re-scheduling of final exams. Such late work may be reduced in grade or refused by the professor.

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. In such cases, the registrar may require the decision of the Dean of CUME before a final decision can be made.

The last date to withdraw from a course and receive a W designation is by the last day of classes as noted in the catalog. 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. Such exceptions must be approved by the Dean of CUME.

There is a one year limit on all extensions.