Extension Policy

What if I can’t finish work by the last day for written work? How can I qualify for an extension?

Read this policy to determine if you qualify for an unavoidable or avoidable extension. Complete the online Extension Petition (Hamilton Registration Office/Forms/Petitions/Academic Petitions) by 4:00 pm EST on the last day for written work. Late petitions may be denied or incur one full-grade penalty per day.

UNAVOIDABLE extensions are granted without penalty for loss of time due to serious unforeseeable/controllable events (e.g., death in the family, major illness) occurring during the semester in which the course is registered. Time requested should equal the time lost by the emergency (e.g., five days for funeral=five-day extension). Requests due to major illness (lasting one week or more) will require medical documentation. Pre-existing medical conditions are considered foreseeable and not eligible for unavoidable extensions but are subject to other requirements (see below). Extensions may be denied if no work has been done.

What circumstances do not qualify for an unavoidable extension?
- Time lost due to ministry, job, weddings, mission trips, visiting family/friends, vacations, course overloads (i.e., taking too many courses), or course elevations.
- Minor illness (allergy/cold/flu) lasting one week or less and occurring one month or more before the last day for written work.
- Pre-existing conditions for which disability accommodations have not been approved (see Student Handbook). Students with ongoing circumstances (medical or other) that continue to impede study should consider course withdrawal and/or reduced course loads in future terms (see also information on leave of absence in the Student Handbook available online).

AVOIDABLE extensions are granted without contest to those who do not qualify for an unavoidable extension. These extensions carry an automatic 1/3 grade penalty per day (e.g., A to A-).

What about deadlines for work or exams scheduled before the last day for written work?

Speak with the professor about completing this work later in the term but no later than the last day for written work. Faculty's firm deadlines for quizzes, exams, or papers within the term take precedence over the general extension policy and will not be overturned by the Registration Office. This work may be penalized or refused by the professor. Faculty may not receive work after the last day for written work for the term without notice of an approved extension from the Registration Office (see note below about grade penalty).

Where, when, and how should I submit extension coursework?

Submit all extension work (except proctored exams, Semlink+ coursework, and BTI work) to the Registration office by midnight (11:59 pm) EST on the approved extension deadline. Coursework submitted directly to a professor will receive a grade penalty. Submit coursework electronically as a pdf or Word attachment to registration@gcts.edu (legible and correctly formatted). If a professor requires hard copies, submit these directly to the Registration Office (through door slot when office is closed) or mail via postal service (postmarked on the deadline). Do not email AND post mail work; duplicates will be discarded. Students should keep copies of all papers on extension. Coursework submitted after the deadline will be penalized one full grade per day in addition to any original grade penalty.

What if I cannot meet the extension deadline?

Complete the online extension petition no later than midnight (11:59 pm) EST on the extension deadline. Late petitions may be denied or incur one full-grade penalty per day. Unavoidable re-extensions are granted only when a student can document a second major unavoidable event. If a re-extension is not approved, the student may request an avoidable extension. Re-extensions into subsequent terms are not allowed unless unusual circumstances apply and may require a reduced course load for that term.

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

Withdrawing from a course on extension is not an option unless completion of the work becomes impossible due to chronic illness or disability. The Registrar must approve such exceptions.

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

Yes. A student may petition for up to a year extension on the 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 Integrative Papers, MAR Project courses, and other project courses do not qualify as theses; these and all other ThM courses will be treated as standard courses with regard to extension policies.

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

12/13/17