Bethany Theological Seminary  
Course Extension Request  

Submit to the instructor, who will submit to the dean and/or to the Educational Policies and Advisory Committee (EPAC), as appropriate (see below).

To petition for a course extension:
1. Fill out this form in its entirety, and give it or send it to your instructor for his or her signature.
2. Request that the instructor deliver the completed petition to the academic dean.

Please remember:
1. A request for extension does not grant an automatic extension.
2. The course extension deadline is the last day of final exam week or 1 week after the last day of class (intensives only).
3. It is the student's responsibility to make sure that this request is received in the Dean's Office by this deadline.
4. This completed form must be submitted to the dean, and then it will go to EPAC, if necessary.
5. Extensions will only be granted for extenuating circumstances, as defined by the Course Extension Policy.
6. Only one extension will be granted. A student may not request an additional extension.

Student Name: __________________________ Date of Request: ________________

Course: __________________________ Instructor: __________________________

**TO BE COMPLETED BY THE STUDENT:**

**I am applying for a course extension of (select one):**

_____ One week after the last day of final exam week or 1 week after the last day of class (intensives only).
   Both options require approval of the instructor and of the dean.

_____ Longer than one week: __________________
   • Specify completion date requested: typically two weeks
   • Requires approval of instructor, dean, and EPAC

**I am requesting a course extension for the following reason(s):**

**Approval of this Course Extension (please indicate 'yes' or 'no') with Signature:**

Yes / No  
Instructor Signature __________________________ Date ________________

Yes / No  
Dean Signature __________________________ Date ________________

Yes / No  
EPAC Approval, if necessary __________________________ Date ________________

**For office use:**

Received: ___/___/___  
Approved ___  
Not approved ___

Student advisor informed: ___/___/___  
Presented to EPAC, if necessary ___/___/___

Director of Academic Services informed, if approved ___/___/___  
Student informed: ___/___/___

Student and Business Services informed, if request extends beyond grading period ___/___/___

Adopted 02-15-10  
Revised 10-29-13
Course Extension Policy

- Students may not submit papers, examinations, or other required assignments as a part of course work after the last day of final exam week, as indicated by the date specified on the Academic Calendar.

- Bethany does not grant "incompletes." However, students may request an extension by completing the "Course Extension Form" on the reverse side of this sheet, including all the required information, the reason for the request, and the signature of the instructor for the relevant course. This form will be submitted to the dean, and must be received by the final day of final exam week, according to the Academic Calendar. All extension requests must be signed by the appropriate instructor, at the discretion of the instructor for the course.

- Extensions will only be given on the basis of extenuating circumstances. Extenuating circumstances are those that could not have been prevented or anticipated and were completely out of the student's control, such as serious illness, death in the family, or other such emergency.

- Students may apply for one of two types of extensions:
  1. Extensions may be granted for one additional week after the final day of the term. The following signatures are necessary for approval: the instructor and the dean.
  2. Students may request a longer extension to complete coursework, typically two weeks but not to exceed four weeks, by submitting the Course Extension Form, appropriately completed and signed, to the dean, who brings the request for additional time to the Educational Policy and Advisory Committee (EPAC) for possible approval.

- Students may submit only one extension request per course: either the first option of one week or the second option for a longer period, as listed above, but not both. Students may not request an additional extension.

- Failure to complete the required work within the extension deadline will result in a “no-credit” (NC) for the course.

- The dean will inform the student's advisor of the request for extension by the student.

- The dean will inform the student of the result of any extension request. The dean will also inform the director of academic services of any approved extension request. The dean will inform Student and Business Services, if the extension date goes beyond the end of the grading period.

- A pattern of requests for course extensions by the same student is a serious educational concern. In such cases, extensions may not be considered. EPAC will maintain records of all extension requests, especially to identify such patterns.

- If a student wishes to appeal the decision for an extension, the student will follow the Complaint Policy, as outlined in the Student Handbook.