



Bethany Theological Seminary Course Extension Request

For Submission to the Educational Policies Committee (EPAC)

To petition for a course extension:

1. Fill out this form
2. Attach a sheet that explains your motivation for requesting an extension
3. Forward the form and attachment to your instructor for his or her comments and signature.
4. Request that the instructor delivers the completed petition to the Dean.

Please remember:

1. **A request for extension does not grant an automatic extension.**
2. It is the student's responsibility to make sure that EPAC receives this request **prior to the course extension deadline** (deadlines are published in the Academic Calendar).
3. All parts of this form and supporting documents must be submitted to the Dean **BEFORE** your request will go to EPAC.

Date of Request _____

Student Name _____

Student's seminary email _____

Course _____

Instructor _____

Proposed date all work will be submitted _____

- **Please attach a statement as to the reason for the requested extension.**

Instructor Comments: (required for consideration by EPAC)

Instructor Signature _____ *Date* _____

For office use:
 Received: ___/___/___ Presented to EPC ___/___/___ Approved ___ Not approved ___