

SAINT PAUL SCHOOL OF THEOLOGY
Policy on Extensions: Completion of Course Work/Extension

It is expected that all required work for a course will be completed as assigned. Ordinarily extensions will not be granted. It is appropriate for a student to request an extension only on rare occasions, for events out of the control of the student such as student illness or hardship or illness within the student's immediate household or family. Extensions are never to be assumed, but are given only in the most extenuating circumstances at the discretion of the instructor(s) and with the approval of the advisor. In some cases, withdrawing from the course is more appropriate than an extension, and grades of "Withdraw Hardship" (WH) may be awarded to students in circumstances when serious hardship prevents completion of course work.

Extensions may be granted for course work that cannot be completed by the last day of the semester. An extension may be granted for no more than thirty (30) calendar days after the close of the semester. An extension may be granted for no more than sixty (60) calendar days for Doctor of Ministry students. In January and summer terms, the extension begins after the last day of the class, or if there are post-assignments, after the due date of the final assignment.

When extensions are granted, an "I" (Incomplete) is entered on the student's official transcript and remains even after the final grade is entered.

A student must consult with course instructor(s) carefully to determine the terms of the extension. During the consultation, the instructor(s) and student complete the extension form, which must include the reason for the request, assignments required in order to complete the course, date incomplete work is due, and grade to which the "Incomplete" will convert if work is not completed by the deadline. Next, a student must notify his/her faculty advisor and obtain a signature on the incomplete form. A student must initiate, complete, and file a request for an extension at least one (1) full week before the final session of the course. Forms for making the request are available in the Registrar's Office.

Students who are granted an extension and given a grade of "Incomplete" will bring their work to the Registrar's Office on or before the date it is due. The Registrar will deliver the work, along with evaluation forms for use in reporting the final grade, to the appropriate instructor(s).

In the event that work is not submitted to the Registrar by the agreed upon date, the "Incomplete" grade will automatically convert to a grade designated by the faculty person(s) on the extension request form.

The instructor(s) evaluate the student's work and turn in the final grade prior to the end of the add/drop period (normally the first two weeks) of the following semester (fall and spring). Final grades for extensions are submitted before the end of the add/drop period so that students may adjust registration, if necessary. The instructor(s) is responsible for returning the written work to the student.

REQUEST FOR EXTENSION OF TIME TO COMPLETE COURSE REQUIREMENTS

Before completing this form, please read the Saint Paul policy regarding extensions.

Name of student _____

Name of course _____

Course number _____

Credits _____

Semester _____

Specific reason additional time is needed to complete course (e.g. death in family, illness, etc.):

The following specific course requirement(s) MUST be completed before a letter grade will be awarded.

The maximum amount of time for an extension in a master's level class is 30 calendar days past the end of the semester. The maximum amount of time for an extension in a doctoral level class is 60 calendar days past the end of the semester.

If the above requirements ARE NOT completed by _____, the Registrar is instructed to enter the grade of:
(date)

Circle one: A A- B+ B B- C+ C C- D F *CR *NC

*For classes designated CR/NC in the course schedule and catalog, e.g. immersions.

Student signature _____

date

Instructor signature _____

date

Instructor signature _____

date

Advisor signature _____

The Registrar will provide copies of this agreement to the instructor(s), advisor, student, and Registrar's Office.