

UNION THEOLOGICAL SEMINARY  
Request for Extension – FALL 2016

All students who are considering applying for an extension should read the section *Completion of Course Requirements and Requests for Extensions* in the "General Academic Information" on the Registrar's webpage, [www.utsnyc.edu/registrar](http://www.utsnyc.edu/registrar). **Extensions are not allowed in the spring semester to graduating students.**

**1. If no more than one week's extra time is involved**, professors may give students permission to turn in work one week late. In this case do not submit this form; make arrangements directly with the professor. The last date to submit work to the professor for a one-week-only extension is Tuesday, December 20, 2016.

**2. If more than one week's time is needed, the student must complete this form. Obtain the instructor's signature below and return this form to the Registrar's Office (Room AD 105).** The request for extension must first be approved by the course instructor before it will be considered by the Dean. *In every case the maximum extension is 30 days beyond the end of the semester*--this semester the last due date possible is **Friday, January 6, 2017**. All *Request for Extension* forms must be submitted to the Registrar's Office (Room AD 105) by the deadline given in the academic calendar, **Tuesday, December 20, 2016**. You will be notified by mail of the Dean's action on your request. **Assignments completed on extension are to be turned in to the Registrar's Office (Room AD 105 or Pit Box 275) by the due date as approved by the Academic Dean. Do NOT submit extension materials directly to the professor.**

**3. Request for Extension forms which are only partially completed will be returned to the student without action.**

**4. NOTE:** Students enrolled in **courses at other institutions** are subject to the above rules of Union Seminary with respect to extensions.

**5.** If the Registrar's Office does not receive the assignment(s) in question by the extension date, you and your professor will be notified that a grade of NO CREDIT has been recorded as your final course grade. Final grades are not subject to change.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Degree Program \_\_\_\_\_

Telephone \_\_\_\_\_

Course # \_\_\_\_\_ Professor \_\_\_\_\_

Consult COURSE CATALOG FOR 2016-2017

Due date requested (See above.) \_\_\_\_\_  
No later than January 6, 2017

Specify requirement(s) for which extra time is needed: \_\_\_\_\_

Reasons why you are unable to complete the work on time. (See note at bottom of this form.)

STUDENT'S SIGNATURE

Instructor indicates approval by signing below.

INSTRUCTOR'S SIGNATURE

DEAN'S SIGNATURE

Approved

Not Approved

You are asked to give full information on the reasons or exceptional circumstances that you believe justify an extension. If an illness is the reason, you should state the nature of the ailment and give the dates you were incapacitated and say whether you were hospitalized and/or attended by a physician.