



Moody Theological Seminary MICHIGAN Procedures for 5th Week Extensions

Course extensions are only granted in unusual or rare cases. Busy schedules or travel plans that conflict with final exam periods are not considered valid reasons for course extensions.

Please complete the following steps. The MTS Academic Standards Committee will review each request and notify the student and the professor of their decision.

Student Instructions:

1. Complete a separate form for each extension request - one per course.
2. Attach a typed explanation that includes reasons for the request.
3. Attach documentation that supports the request. If physical or emotional health issues are the reason, there must be documentation from appropriate health professionals. This documentation must be attached to each extension request.
4. Give the form to the appropriate professor. Ask office Administration for deadlines.

DEADLINE FOR EXTENSION

Students have 5 weeks from the last day of the course to complete the work.

Students are responsible for arranging all details with each professor.

Professors have two weeks after the students turn in their work to post their grades.

The professor and student will receive an e-mail indicating the decision of the committee

Faculty Instructions:

1. Complete the appropriate section of the form, providing your recommendation as well as any comments you believe would help the committee.
2. Sign the Extension Form.
3. Fax the form to the Registrar's Office: 312-329-8987.
4. **The deadline for the forms to be faxed to the Registrar's Office is:**
Fall - third Wednesday of November
Spring - third Wednesday of April

OFFICE OF THE REGISTRAR



**Moody Theological Seminary
MICHIGAN
5th Week Extension Request Form**

PLEASE PRINT FIRMLY

NAME _____

ID # _____ CPO _____ DATE _____

STUDENT E-MAIL _____

PROFESSOR E-MAIL _____

MTS PROGRAM _____

Course #: _____ (e.g.: BI-5501) Begin date: _____ End date: _____

Course Title: _____

Professor: _____

STUDENT

Please attach a typed explanation of the reason(s) for this request along with appropriate documentation for health related items.

INSTRUCTOR'S RESPONSE FOR EXTENSIONS

- Recommend extension
- Not recommend extension
- Undecided-/committee to issue final decision

Professor's Comments: _____

Professor's Signature: _____

FOR COMMITTEE USE ONLY

Disposition of request:

_____ Date _____ Approved _____ Not approved