



MOODY THEOLOGICAL SEMINARY-MICHIGAN

Office of the Registrar

REQUEST FOR DEGREE EXTENSION

A student must normally complete the requirements for the Master of Arts or Master of Theological Studies degree within five calendar years and the Master of Divinity degree within seven calendar years from the beginning of the first semester of class work irrespective of admission classification.

A petition for extension of time must be made to the Academic Dean and is subject to approval. Extensions are seldom renewed, and are seldom approved for more than one year.

If the semester in which the student originally intended to graduate is delayed past the time limit and no extension is granted, the courses taken prior to the time-limit no longer apply to the degree or qualify to be updated. The student may be required to take additional courses.

Grades from all courses taken at MTS-Michigan, including those that are outdated, are used in computing the final GPA.

Submit this form to the Office of the Academic Dean. There is a \$100 fee for an approved Request for Academic Program Change.

Student's Name: _____

Mailing Address: _____

City, State, Zip Code: _____

E-mail Address: _____ Phone: _____

Academic Program: _____

I hereby petition for an extension of my degree program until ____ \ ____ \ _____ based on the following rationale:

Student's Signature _____ Date _____

Academic Advisor Signature _____ Date _____

This form may not be submitted electronically. Return completed form to the Office of the Registrar, 41550 E. Ann Arbor Trail, Plymouth MI 48170. Questions about this policy and procedure may be directed to the Office of the Registrar at 734.207.9581.

Office Use Only

Action taken:

Academic Dean Signature: _____ Date _____