

**GORDON  CONWELL**  
**THEOLOGICAL SEMINARY**  
**CHARLOTTE CAMPUS**

**Extension Petition**

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Degree: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Course #/Title: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Work Needing Extension:     Exam     Paper     Other: \_\_\_\_\_

1st Extension     Re-extension    Date late work will be submitted: \_\_\_\_\_

***I have read the attached policy and understand that all work must be submitted to the REGISTRATION OFFICE by 5 p.m. on or before the date listed below.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\$20 Processing Fee attached     Charge \$20 Processing Fee to my student account

**PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS:**

1.     What circumstances make this request for extension necessary? (Be specific.)
2.     How much time was actually lost by the illness or emergency? (Include actual or approximate dates.)
3.     Briefly discuss your level of class participation. Include such information as overall class attendance and completion of requirements assigned up until the circumstances necessitating this extension.

*(Petitions submitted to the Registration Office without the proper information will be returned to you. Use back of form if necessary.)*

**For Registration Office Use Only**

This extension is approved to \_\_\_\_\_ with \_\_\_\_\_ grade penalty on work submitted during the extension period. (Please see the petition instructions for extension deadline policies.)

This extension is not approved.

\_\_\_\_\_  
Registration Staff Signature

\_\_\_\_\_  
Date

Student confirmation sent

Grade changed in CAMS

Billed to Student Accounts

Professor notified

Added to Extension Excel doc

# Extension Petition Instructions

Submit your completed Extension Petition to the GCTS-Charlotte Registration Office either in person, by email to [cha-registration@gordonconwell.edu](mailto:cha-registration@gordonconwell.edu), fax to 704-940-5858, or mail to Gordon-Conwell Theological Seminary, Attn: Registration Office, 14542 Choate Circle, Charlotte NC 28273 (we will accept the postmark as the official date submitted).

## Under what circumstances will an extension be granted?

- It is not the intention of the extension policy to provide students an opportunity to achieve higher grades, nor to make allowances for mismanaged time. The extension policy exists to grant additional time to those students who face some unforeseen circumstance, such as major illness or other extenuating event, within the course of the semester. Time lost due to ministry, business, or educational overload will not be considered. Pre-existing medical conditions are foreseeable and therefore may be subject to qualification.
- In the event a student petitions for an extension which is not allowed for in the above stated policy, the registrar may consider the request but only with the understanding that grade penalties will apply.

## When must I file for an extension?

- **Arrangements for submission of late work on or before the last day for written work** are made between the student and professor. Formal petition to the registrar is not required at this time. This includes arrangements for the re-scheduling of final exams. Such late work may be reduced in grade or refused by the professor.
- **Coursework to be submitted after the last day for written work** must be approved by the registrar upon receipt of this formal petition and a \$20 processing fee (check or cash). Failure to include the \$20 processing fee will automatically result in the amount being charged to your student account.
- **Extension petitions must be filed with the registrar no later than 5:00 p.m. on the last day for written work.** Requests turned in after this time are stamp-dated to the next business day and may be denied or incur additional penalty. Students are urged, however, to submit petitions before the deadline, preferably one week prior to the stated due date; in the event that a request is denied, a student will still have until the deadline of written work to complete the requirements.

## When and where must I submit the extended coursework?

- Students who are granted an extension must submit the final coursework (or sit for the exam) by the deadline approved by the Registration office. Coursework submitted after the deadline will be penalized.
- All coursework for which an extension is granted must be submitted to the Registration office. The extension process begins in the Registration office; it must end there as well. Extension coursework submitted to a third party (professor, Mentored Ministry offices, etc.) will be

refused by the Registration office, resulting in a failing grade. In addition, students are directed to post work on Sakai if directed in the course syllabus. Failure to follow this policy may result in a failing grade.

- Students have the option of delivering the extension coursework directly to the Registration office or through the postal service. Work delivered to the Registration office will be stamp dated that same day if received by 5:00 p.m.; the "postmark" will serve as the official submission date for work mailed in.

#### **What if I cannot meet the extension deadline?**

- In the event that a student cannot meet the deadline specified in the first extension, a petition for re-extension must be filed with the registrar no later than the expiration date of the original petition. Re-extensions without penalty will be granted only when a student can document a second major unavoidable event.
- In the event work is turned in to the Registration office after the extension deadline and without an approved re-extension, a grade penalty will be applied.

#### **May I withdraw from a course after I have been granted an extension?**

- The last date to withdraw from a course is the last day of classes as noted in the catalog. When a student contracts for an extension, withdrawing from the course is no longer an option except in cases where completion of the work has been made impossible due to chronic illness or disability. The Registrar must approve such exceptions.

#### **Is there an exception to the extension policy for thesis courses?**

- Yes. Students may petition for up to a year's extension on their final thesis course. These extensions will be granted without penalty. No re-extension will be granted once the one-year deadline has been reached.

**\*\*There is a one-year limit on all extensions\*\***