



Lancaster Theological Seminary

Request for Extension of Course Work

NOTE: Making this change may affect your financial aid eligibility. See the *LTS Financial Aid Handbook* for further information

If you wish to have a record of this transaction, please print a copy for your files.

Today's Date: _____

| | |
|----------------|----------------|
| Student Name: | Program: |
| Academic Year: | Academic Term: |
| Course Number: | Course Name: |

All work for courses is expected to be completed by the time established in the syllabus of the course. A student may request an extension for time to complete course work. Such a request is not automatic and is limited to one course per semester. Follow the policies and procedures published in Section 5.5 of the *Student Handbook* to request an extension of course work. A Course Extension fee will be charged to your Seminary account.

- **It is the student's responsibility to ensure that this form, with all signatures, is submitted to the registrar no later than the last day of the academic term in which the extension is requested.** Late or unsigned forms will be returned to the student.
- **Completed work must be delivered to the Registrar on or before the close of business on the designated date.** Delivery will be recorded and the work will be forwarded to the professor for evaluation. A designation of "I" will be recorded on the student's transcript and will remain until a grade is reported by the professor.
- **If the student does not deliver completed work as indicated above, a failing grade will be recorded on the student's transcript.** This will remain on the transcript until a grade is reported by the professor. Failing grades remaining at the end of the subsequent semester will not be changed.
- **Recipients of federal Stafford loans should be aware that "I" or failing grades may affect determination of Satisfactory Academic Progress toward completion of the degree and may delay certification of loans for the subsequent semester.**

Under extenuating circumstances, a student may request more than one extension or a variance on extension deadlines. **Such requests must be in writing in accordance with Section 5.5.3 of the *Student Handbook*.**

Completed work must be submitted to the Registrar by the following deadlines:

| | |
|---|---|
| July/August Term - September 15 September Term - October 15 Fall Term - February 15 | January Term - March 15 Spring Term - June 15 May/June Term - July 15 |
| If the deadline date falls on a Saturday or Sunday, the work may be submitted by 8:30 a.m. the following Monday. | |

Required Signatures:

| | |
|--------------------------|-------------|
| Student: _____ | Date: _____ |
| Course Instructor: _____ | Date: _____ |
| Advisor: _____ | Date: _____ |