

**Northern Baptist Theological Seminary
Doctor of Ministry Program**

COURSE EXTENSION FORM

The following extension policy has been adopted to cover instances when deadlines for DMin course assignments or Independent Studies cannot be completed within the time limits stated on the syllabus or Independent Study Contract.

Policy:

- The instructor and student may negotiate another deadline and the instructor may set stipulations and grade reductions. ***This grace period cannot exceed 30 days.***
- If more than 30 days are required to complete the work, the student must fill out a “Course Extension Form” (available online at www.seminary.edu/registrar or the D.Min. Office) **before** the original due date. The instructor should sign the form and send a copy to the Registrar’s Office. An extension fee of \$100 will be charged.
- Any prior requests for a Course Extension from the previous term must be completed, and the grade received, before requesting another extension.
- When a final grade has been assigned, the instructor should record the grade on the “Course Extension Form” and send it to the Registrar’s Office.
- Failure to submit work or to request an extension will result in a grade of “F” for the course or Independent Study.

Name: _____ ***Date:*** _____

Course Number and Title: _____

Term/Year _____

Instructor: _____ ***Date Work Will be Submitted:*** _____

Note: By signing below the instructor agrees to the new due date and should note here what stipulations and grade reduction will apply. _____

By signing below the student agrees to the new due date and any stipulations or grade reduction indicated above by the instructor.

(Student Signature)

(Professor’s Signature)

Final Grade: _____

Date Submitted: _____