

Extension Request Policies

Please read these policies carefully. All students on extension are responsible for this information.

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.

Hispanic Ministry Students who wish to submit coursework after the last day for written work according to the Academic Calendar must receive prior approval from the HMP Office upon formal petition. Students must petition the HMP Office, regardless of where the course is actually offered. Additional time, without penalty, will be granted in the form of an unavoidable extension only to those students who are able to document a serious illness or emergency. Additional time, with penalty, is available on a limited basis in the form of 'avoidable extensions.' Semlink+ courses (which are about 14 weeks long) are eligible for extensions on the same grounds as other courses.

Students should consult the extension petition form, located in the HMP Office and on the website, for filing instructions. Petitions must be filed before the last day for written work as specified in Academic Calendar. Courses on extension do not contribute toward a student's enrollment status (e.g., full-time, part-time, etc.)

When must I file for an extension?

- **Arrangements for submission of 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 work may be reduced in grade or refused by the professor. This applies to HMP, on campus and Semlink courses.
- **Coursework to be submitted after the last day for written work** must be approved by the HMP Program Manager upon receipt of this formal petition. The professor's signature is not required in this case. For on Campus courses, extension petitions must be filed to the Registration office of that campus.
 1. HMP students must follow the course deadlines.
 2. For on campus or Semlink courses please follow the campus deadlines for coursework (according to the Academic Calendar).
- **Extension petitions must be filed with no later than 4:00 p.m. on the last day for written work for the coursework.** 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 no later than the last day of class; in the event that a request is denied, a student will still have until the deadline of written work to complete the requirements (with permission of the instructor).

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 HMP Program Manager. Coursework submitted after the deadline will be penalized one full grade per weekday.
- All coursework for HMP Courses, for which an extension is granted, must be submitted to the HMP office and the Professor. **Exception:** Exams proctored in a campus library do not need to be submitted to the HMP/Registration Office. Follow the instructions for on Campus/Semlink coursework submissions.

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 HMP office 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 case that a student requests a re-extension for circumstances which fall outside of the category of an unavoidable circumstance, the student will have the opportunity to use one of his or her avoidable extensions. In some cases, the registrar may require the action of the Judicial Committee before a final decision can be made.

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 Student Handbook. 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 Judicial Committee must approve such exceptions.

What about Semlink and on Campus courses (Boston, Charlotte, Jacksonville or Hamilton)?

- Semlink and on campus courses are subject to the same deadlines as standard graduate courses. With this in mind, the following two types of extensions are available:
 1. **Unavoidable extensions** will be granted, without penalty, to those students who can demonstrate a loss of time due to an unforeseen and uncontrollable event (major illness, death in the family, etc.) occurring during the semester in which the course is registered. Requested extension time should correspond to the duration of time lost by the emergency (e.g., five days lost to funeral preparations = five day extension). 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.
 2. **Avoidable extensions** will be granted, without contest, to those who do not qualify for the unavoidable extension. However, these extensions carry an automatic 1/3 grade penalty per weekday (e.g., A to A-).

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

Please send form to:
 Hispanic Ministries Program
 Email: igarcia@gordonconwell.edu
 Fax #: (978) 646-4574

Extension Petition

Please complete this form in its entirety. A response will be sent to your GCTS email address as soon as possible.

Incomplete petitions will not be considered and will be returned to your GCTS email address. Hispanic Ministries Program Doctor of Ministry

Name and L. Name		GCTS ID #	Date
Degree(s)	Telephone	Term course is registered (i.e., Fall 2018, Spring 2019, etc.)	GCTS Email Address (All educational information can only be sent to GCTS email addresses)
Course Number	Section (i.e., PA, HA, PIROA, HIROA, etc.)	Course Title	Professor or Office (i.e., "Semlink," "Mentored Ministry," "Dr. Seuss," etc.)

Original Due Date (according to course syllabus):	*Date you plan to submit extension work: (<i>Petitions without a submission date will be returned without being considered</i>)	Work needing extension: <input type="checkbox"/> Exam <input type="checkbox"/> Paper <input type="checkbox"/> Other _____	I am applying for an: <input type="checkbox"/> Unavoidable Extension (<i>If your Unavoidable Extension is denied, it will be considered for an Avoidable Extension.</i>) <input type="checkbox"/> Avoidable Extension (<i>See back of form for penalties assessed</i>)
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What circumstances make this request for extension necessary? How much total time (give actual or approximate dates) was actually lost by the emergency? (*Be specific. If you need more space, please attach a separate sheet.*)

*I have read the extension policy and understand that all work must be submitted to the HISPANIC MINISTRIES OFFICE and the course professor by 4:00 p.m. on or before the date listed below or additional grade penalties may be assessed. For Semlink or on campus courses, students must follow the policies and procedures for submitting extension work to the Semlink and/or Campus offices.

*I have read and understand the registration instructions on this form. I have read and agree to abide by the Community Life Statement and the policies and deadlines in the current Gordon-Conwell Student Handbook. By submitting my registration, I agree to pay tuition and fees and accept all applied penalties and fees, including interest charges on unpaid balances, should I not adhere to the policies and deadlines regarding registration and payment of my student account. I further acknowledge that I agree to reimburse Gordon-Conwell Theological Seminary the fees of any collection agency, which may be based on a percentage at a maximum of 33 1/3 percent of the debt and all costs and expenses, including reasonable attorney's fees, Gordon-Conwell Theological Seminary would incur in such collection efforts.

*Student Signature (REQUIRED): _____
(Typed "signatures" will not be accepted)

FOR REGISTRATION OFFICE USE ONLY: CC CAMS FMP

Unavoidable Avoidable Extension is approved to _____ with _____ grade penalty on work submitted during the extension period. **Please see the reverse side of this form for Extension Policies.**
 NOTE: Extension work must be submitted to the HISPANIC MINISTRIES OFFICE by 4:00pm on the date above or additional grade penalties will be assessed.

Registration Official Signature Date