



Western Seminary instructors have the authority to grant an extension for up to six weeks at their own discretion. Valid reasons for an extension include significant illness, loss of work, or other unexpected, unavoidable circumstances that have hindered the student's progress during the semester. Incomplete grades that have not been replaced by a passing letter grade six weeks after the official end of the semester will be automatically converted to failing grades. Students who would like to be considered for a longer extension should submit an Academic Petition.

Full Name (please print clearly) _____ Student ID _____

Degree Program _____ Last Name of Advisor _____

Course ID _____ Course Title _____

I respectfully request to receive an extension. My proposed completion date is _____

Note: Instructor must have time for grading and grade submission prior to the end of the sixth week after the semester's official end date.

The circumstances or conditions that hindered my progress during the semester and, in my judgment, may warrant an extension are _____

Student Signature _____ Date _____

Please submit this form directly to the course instructor for approval.

Instructor's Use Only

Approve _____ Disapprove _____ Instructor's Signature _____ Date _____

Comments _____
