



# REQUEST FOR COURSEWORK EXTENSION

Legitimate reasons for an extension can be academic in nature (e.g., unexpected problems prohibiting research) or non-academic (e.g., illness). See section 2.13.1.4 of the 2013 DMin Handbook for what constitutes legitimate grounds.

**First extension:** may be granted by the DMin Director.

**Subsequent extension:** requires the approval of both the DMin Director and the TST AD Director.

The Instructor and DMin Director must specify an extension period, which is not to run beyond the TST deadline for completion of coursework and grade submission following the original college deadline for the course. The TST deadlines for course extensions for the DMin program are as follows:

April 18, 2014	Fall session (Y, H) courses
August 29, 2014	Fall/Spring session (Y) and Spring session (Y, H) courses
December 19, 2014	Summer session courses and extended courses

## Section 1 – To be completed by the STUDENT

Last Name:	First Name:	Student Number
College <input type="checkbox"/> EM <input type="checkbox"/> KN <input type="checkbox"/> RG <input type="checkbox"/> SM <input type="checkbox"/> TR <input type="checkbox"/> WY	U of T email	
Have you had a previous first extension to complete coursework? <input type="checkbox"/> Yes <input type="checkbox"/> No, this is a first extension		
Please provide a reason for the request: <i>Medical or disability related circumstances, which have delayed the completion of assignments, should be accompanied by a health or disability related certificate from an appropriate professional. For other circumstances, provide a statement of the reasons for the delay. An additional sheet may be used.</i>		
If yes, provide the date on which the extension expires:		

## Section 2 – To be completed by the STUDENT

Course Code	Course Name	Session (F, W or S)	Instructor
Work remaining to be completed:			
Suggested deadline for coursework:			
<b>List other courses for which you have an extension (if applicable) in the current academic year.</b>			
Course Code	Course Name	Session (F, W or S)	Instructor
<b>List other courses for which you are <i>applying</i> for an extension (if applicable) in the current academic year.</b>			
Course Code	Course Name	Session (F, W or S)	Instructor
Student's Signature:			Date:



**Section 3 – To be completed by the INSTRUCTOR**

Instructor's Name:	
Do you support the student's request to complete coursework? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If not, indicate rationale to deny the request or provide an earlier deadline for the extension to complete coursework:	
Instructor's Signature:	Date:

**Section 4 – To be completed by the DMIN DIRECTOR**

Request for coursework extension: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
DMin Director's Signature:	Date:

**Section 5 – To be completed by the TST ADVANCED DEGREE DIRECTOR (if required)**

Request for subsequent coursework extension: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
TST AD Director's Signature:	Date:

**NOTE: The DMin office is responsible for the distribution of this form**

<p><b>ORIGINAL</b> of this form: TST DMin Office <b>COPY</b> of this form: College Registrar, Student</p>
---

**Privacy Policy:** Personal information is collected for the purpose of admission, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies.  
At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act.  
If you have questions please contact the TST Registrar, Toronto School of Theology, 47 Queen's Park Crescent East, Toronto, ON M5S 2C3 or call 416-978-4040.