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| The Grove Theological School  200 Sims Parkway  Harrisburg, NC 28075  **COURSE EXTENSION REQUEST FORM** |  |

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| Section One: to be completed by the student | | | | | |
| Last Name: |  | First Name |  | Date |  | |
| Contact Number: |  | | | | |
| E-Mail Address: |  | | | | |
| Course Name: |  | | | | |
| Instructor’s Name: |  | | | | |
| Reason for Request: |  | | | | |
| Extend the Due Date to: |  | | | | |
| Student Signature: |  | | | | |

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| **SECTION TWO: OFFICE USE ONLY** | |
| Instructor: |  |
| Approved: |  |
| Extension Date: |  |
| Instructor Signature: |  |

**The Grove Theological Seminar Course Extension Policy**

1. To be eligible for a course extension, you must fill out the Course Extension Request Form and submit it to either your instructor or the church office.
2. The submission of a request for an extension does not guarantee the provision of an extension.
3. The final due date for the course assignments is defined by your instructor.
4. The maximum extension will be 90 days after last class.
5. Extensions will only be granted on “extenuating circumstances” (i.e., medical, personal or family crisis).

The form is available on thegrovembc.org website and at the church office.