



REQUEST FOR COURSEWORK EXTENSION

First extension: May be granted by the college AD Director.

Subsequent extension: Requires the approval of both the college AD Director and the TST AD Director.

The Instructor and College AD 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 are as follows:

April 25, 2014	Fall session (Y, H) courses
Sept. 5, 2014	Fall/Spring session (Y) and Spring session (Y, H) courses
Jan. 9, 2015	Summer session courses and extended courses

STUDENT INFORMATION.

Last Name:		First Name:		Student Number	
College ☐ EM ☐ KN ☐ RG ☐ SM ☐ TR ☐ WY				U of T email	
Department ☐ Biblical ☐ Historical ☐ Pastoral ☐ Theological				Degree ☐ MA ☐ ThM ☐ PhD ☐ ThD	
Have you had a previous first extension to complete coursework? ☐ Yes ☐ No, this is a first extension					
If no, provide a reason for the request: <i>Medical or disability related circumstances, which have delayed the completion of assignments, shall 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 1 – To be completed by the STUDENT. Request for extension to complete coursework:

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



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Section 2 – To be Completed by the INSTRUCTOR.

Instructor's Name:	
Do you support the student's request to complete coursework (see section 1a)? ☐ Yes ☐ No	
If not, indicate rationale to deny the request or an earlier deadline for the extension to complete coursework:	
Provide rationale, if recommending a non-standard extension to complete coursework (see section 1-4 below):	
Instructor's Signature:	Date:

Section 3 – To be Completed by the COLLEGE ADVANCED DEGREE DIRECTOR.

See section 7.9 in the MA and ThM handbooks or section 7.11 in the ThD/PhD handbook. Legitimate reasons for an extension can be academic in nature (e.g., unexpected problems of research in a course) or non-academic (e.g., illness). In order to ensure as much uniformity and fairness as possible in the granting of extensions (or continuations of extensions), the relevant college AD Director must be reasonably certain that:

1. the reasons for the delay are both serious and substantiated: the student must provide a statement detailing the reasons, together with a physician's letter in the case of illness;
2. the student would not be granted an unfair academic advantage over fellow students in the course;
3. the student would not be placing in jeopardy the normal and satisfactory completion of new coursework; and
4. the student does have a reasonable chance of completing outstanding requirements within the time to be allotted.

College A.D. Director's Name: _____	
Request for coursework extension: ☐ Approved ☐ Denied	
Provide rationale, if recommending a non-standard extension to complete coursework:	
College A.D. Director's Signature:	Date:
**College Registrar, indicate SDF was added on ROSI for first extension to complete coursework: ☐ Yes	Date:

Section 4 – To be Completed by the TST ADVANCED DEGREE DIRECTOR (if required).

Request for subsequent coursework extension: ☐ Approved ☐ Denied	
TST A.D. Director's Signature:	Date:

Distribution of form: copy to Student, Registrar and Instructor

Privacy Policy: Personal information is collected for the purpose of admission, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government.
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.