TORONTO SCHOOL OF THEOLOGY
CENTRE FOR THE STUDY OF MINISTRY

REQUEST FOR AN EXTENSION TO COMPLETE THE DMIN COMPREHENSIVE

According to the DMin Handbook (§4.6.4), students are expected to complete the comprehensive examination within three years of admission to the program. Students who fail to meet this deadline may apply for an extension. An extension for one year can be granted by the DMin Director; any additional extensions need the approval of the College Graduate Director. The period of extension is normally one year. Students who have not completed their comprehensive examinations by the end of their fifth year of registration are normally not eligible for any further extension (see §2.10.1 of the DMin Handbook). To apply for an extension, the student must present the causes for the delay and evidence that the remaining requirements will be completed within the period of the extension requested.

For a first extension request: section 1 of this form must be completed by the DMin Student using the fillable PDF function. Print, sign, scan and send the completed form to the DMin office.

For a subsequent extension: section 1 of this form must be completed by the DMin Student using the fillable PDF function. Once the signature of the College Graduate Director is obtained (Section 3), scan and send the signed form to the DMin office.

Section 1: Student Information (to be completed by the student)

Last Name:	First Name:	Student Number:
College of Registration: ☐ EM ☐ KN ☐ RG ☐ SM ☐ TR ☐ WY		
U of T Email:		Month and Year of Admission:
This is a request for ☐ a **FIRST** extension ☐ a **SECOND** extension ☐ an **EXTRAORDINARY** extension		
Reason for the request along with a physician's certificate in the case of illnesses: (Use the following space or submit a separate letter.)		
Student's Signature:		Date:

Section 2: To be completed by the DMin Director

Has all course work been completed? ☐ YES ☐ NO
If 'No', when is the expected completion date of course work? Date: _____ (MMM-YYYY)

Section 3: Approvals

Date by which the Comprehensive Examination must be completed: _____ (MMM-YYYY)

For First, Subsequent and Extraordinary Extensions:

Please Indicate: **Approved / Declined**	College Graduate Director's Signature:	Date:

For Subsequent and Extraordinary Extensions:

Please Indicate: **Approved / Declined**	DMin Director's Signature:	Date:

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 the government. Your Personal Information will be protected at all times.
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.

Office Use:
☐ College Registrar ☐ Student ☐ DMin Office