Toronto School of Theology
Graduate Centre for Theological Studies

Coursework Extension Request

For first extensions, the Instructor and College Graduate Director must specify an extension period, which is not to run beyond the Prima Facie deadline to complete coursework of the session following the session in which the course concluded. The TST Prima Facie deadlines to complete coursework can be found on the TST website at https://www.tst.edu/academic/key-academic-dates. The deadline for requesting an initial extension is the deadline for the completion of coursework for the relevant session.

Please use the fillable pdf function

SECTION 1 — Student

(to be filled out by the Student)

Surname Given Name Student Number

College Program UofT email

This is a request for:

- ◯ FIRST extension (for one semester)
- ◯ EXTRAORDINARY Extension*

*Date current extension expires:

Reason for the delay. Additional sheets may be appended.

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 time-limited medical conditions, please use the Verification of Illness form.

Course Code Course Name Session Year Instructor

Work remaining to be completed

Requested deadline for coursework

List other courses for which you currently have an extension

Course Code Course Name Session Year Instructor

List other courses for which you are applying for an extension

Course Code Course Name Session Year Instructor

Student's Signature _____ Date

SECTION 2 — Instructor

(to be filled out by the Instructor)

Instructor's Name

Do you support the student's request to complete the coursework? ◯ Yes ◯ No

If no, indicate rationale to deny the request or an earlier deadline for the extension to complete coursework:

Provide rationale, if recommending an extraordinary extension to complete coursework (see Section 3 below for Handbook references)

Instructor's Signature _____ Date:

SECTION 3 — College Graduate Director

See §A7.11 in the Graduate Conjoint Degree Handbook and §7.9 in the ThM Handbook for information regarding legitimate reasons for extensions and assertions of fairness.

College Graduate Director

◯ Approved, deadline to complete coursework:

- Provide rationale for extraordinary extensions:

◯ Declined

College Graduate Director's Signature* _____ Date:

** forward form to GCTS Office*

** GCTS approval required for extraordinary extensions*

SECTION 4 — GCTS Approval

Extraordinary Extensions

◯ Approved

◯ Declined

GCTS Signature _____ Date:

SECTION 5 — Academic Record

SDF added on ROSI: ◯ YES ◯ NO

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