

Course Extension Application

Pacific Life Bible College

Date: _____

Student Name: _____

Phone: _____

Course Name: _____

Course Number: _____

Faculty Name: _____

Reason for Request:

Faculty Comments & Requirements:

(Work to be completed, deadline(s), and grade if not submitted)

Extension Request Deadline: Last day of the semester. Latest Extension Possible: One month after last day of the semester. Grades Due from Teachers: One month after last day of the semester. Students with extensions will receive an "I" (Incomplete). Marking for Extensions: Due one month after extension deadline date. Faculty must assign a final grade for work received by extension deadline. An automatic "F" will be given on all outstanding work.

Extension Deadline Date: _____

Marking Deadline Date: _____

Grade Submission Deadline Date: _____

Applications must be submitted prior to the end of the semester. Extensions will only be issued for extenuating circumstances (i.e. death in the family) and are limited to one month from the end of the current semester's assignment deadline date. One course extension is permitted when requested and when an extension fee of \$50.00 per credit has been paid. Courses not completed in the allotted time graded based on all work submitted. PLEASE NOTE: If the course you are taking is needed for graduation the student must ensure that their due date is one month prior to graduation.

Faculty Signature

Student Signature

Academic Dean Signature

Fee Paid: _____ Date: _____ Entered in Populi by: _____ Date: _____