

REGIS ST. MICHAEL'S Faculty of Theology  
**REQUEST FOR EXTENSION OF COURSE WORK COMPLETION**

To be completed by the student

Student Name \_\_\_\_\_ Student # \_\_\_\_\_

Program \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

This is my \_\_\_\_\_ (e.g. 1<sup>st</sup>; 2<sup>nd</sup>; 3<sup>rd</sup>) request for extension to hand in assignment/complete course work in the following course.

_____	_____	_____	_____
Session	Course Number	Course Title	Professor

I request extension to hand in assignment/complete course work until (YYYY/MM/DD) \_\_\_\_\_

Reason for Request (add page if necessary):

I am attaching supporting documents (describe) \_\_\_\_\_

As of now I have \_\_\_\_\_ SDF's in my academic record (course numbers: \_\_\_\_\_)

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Request for extension** to be approved by the Instructor.

Instructor will need until (YYYY/MM/DD) \_\_\_\_\_ to forward grade to reach the Registrar's Office.

Professor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Request of 2<sup>nd</sup> extension** with extenuating circumstances requires approval by the Basic Degree Director.

Basic Degree Director Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Request of extension beyond the 2<sup>nd</sup> request** requires approval by the Dean.

Dean, Regis St. Michaels Faculty of Theology \_\_\_\_\_ Date \_\_\_\_\_

2023/07

For Basic Degree students:

Carry 2 or more SDF's beyond the second Monday of a session: the student must reduce their current enrolment by the second Friday of the session to no more than five less the number of SDF grades.

Carry 5 SDF's: the student is not allowed to enrol in any current courses, and may seek permission from their Program Director to enrol in TSZ3333H (and pay tuition equivalent to one course plus incidental fees and UHIP, if applicable) to maintain their student status. In such cases, in order to document student status, the Dean will place a note in the student's file to indicate that they are completing remedial work.