



DOCTOR OF MINISTRY OFFICE
 4500 MASSACHUSETTS AVENUE, NW • WASHINGTON, DC 20016
 202-885-8688 • fax 202-885-8605 • email dmin@wesleyseminary.edu

D. MIN. REQUEST FOR EXTENSION OF TIME ON WRITTEN WORK

Instructions: Students may request an extension of time to turn in assigned papers after the completion of a term up to 60 days from the original due date.
 The student should submit the completed form with signatures to the Doctor of Ministry Office prior to the original assigned due date.

Name _____ Wesley ID # _____
 Address _____ Phone # _____
 _____ Email _____

I request an extension of time for the post-class assignment for:

_____ Course Number _____ Course Title _____

May Term 201__ _____
 January Term 201__ _____ Instructor _____

*Please indicate the date you are requesting for extension due date. May not exceed 60 days from original due date. **This is required. Forms will not be processed without this information.**
 New Extension due date: _____, 2015

Reason for the extension: _____

*Failure to meet the deadline of the extension will result in an automatic failing grade. Appeals for exceptions must be made to the Dean's Office.

 Student's Signature _____ Date _____

INSTRUCTOR	
<input type="checkbox"/> I support the request and date as stated	
<input type="checkbox"/> I support the request with the following change of date: _____	
<input type="checkbox"/> I do not support the request	
_____ Signature of Instructor	_____ Date

DOCTOR OF MINISTRY OFFICE	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied (reason:)
_____ Signature, Director of Doctor of Ministry Program	_____ Date