

BIRMINGHAM THEOLOGICAL SEMINARY

2200 BRIARWOOD WAY
SUITE A-203
BIRMINGHAM, AL 35243
Tel. 205-776-5354
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EXTENSION REQUEST FORM for directed study or distance education

Students have four months to complete a directed study or distance education course with a professor. Students may request a one-time extension for a period of one month, for a fee of \$50 per course; the request must be submitted in writing. Incomplete work at the end of the extension period will result in a failing grade and the course must be retaken to receive credit.

EXTENSION REQUEST:

Please extend the following course for one month:

- Directed Study
 Distance Education

Course Name and Number _____ Professor _____

Original Due Date _____

Extension Due Date _____

Amount Paid _____ Check # _____ Cash _____

Credit Card Number _____ Exp. Date _____

*Please note use of credit card incurs a 4% service charge

Name _____

Address _____
STREET CITY STATE ZIP

Email _____

Telephone home _____ work _____ Cell _____

Signature _____

Date _____