



TORONTO SCHOOL OF THEOLOGY
Trinity College, Faculty of Divinity



**Basic Degree request for
Extension of Course work Completion**

(Standing Deferred Request Form (SDF))

Note: Students are bound by the SDF policy (Request for Extension of Course Work Completion) of their college of registration.

Date _____

Student Name: _____ Student #: _____

College & Program: _____ Phone #: _____

REQUEST for extension (SDF standing) in the following course:

<u>Session</u>	<u>Course#</u>	<u>Course Name</u>	<u>Professor</u>
Extension deadline requested: _____			
Reasons for request: _____			

APPROVAL:

Professor

Home College Official

Deadline as requested or alternate

Date of approval (to be completed by the Student's college): _____

SDF / INC: When a student in a course has been given permission on the approved form by the instructor and his/her home college to submit work beyond the end of examination week, the grade **SDF (Standing Deferred)** will be assigned for that course. All outstanding SDF's will be changed into **INC (Permanent Incomplete)** by the deadline stated in the academic calendar each year unless a grade has been assigned in the meanwhile by the instructor or a new form extending the permission for a maximum of one more year has been received before that deadline. Only one such extension is permitted. It is understood that in assigning a grade to replace an SDF the instructor is entitled to give any number or letter grade on the scale found in 10.1, an FZ, an FL, or an INC. The deadline for fall courses will be the first class day after October 30 each year, and for spring and summer courses the first class day after February 28 each year. Grades of INC and SDF have no numerical equivalent or grade point value. They are not included in the GPA calculation.

Copy to: Home College Professor Student Course College Registrar