

Office of the Registrar  
3377 Bayview Avenue, Toronto, ON, M2M 3S4  
Email: [registration@tyndale.ca](mailto:registration@tyndale.ca) Tel: 416.226.6620 ext.6711  
Webpage: [www.tyndale.ca/registrar](http://www.tyndale.ca/registrar)

**IMPORTANT! READ THE FOLLOWING CAREFULLY:**

- Please read the policy on late papers and extensions in the Student Guide for Modular Programs before submitting this form: [tyndale.ca/dcp/student-resources](http://tyndale.ca/dcp/student-resources).
- **The Extension Request Form is typically submitted for final course assignments. It is expected that students have spoken with their professor regarding the need for an extension prior to submitting this form.**
- This form must be submitted to the Office of the Registrar **no later than three weeks after the last day of class.**
- You must fill out one form per course that requires an extension.

**Full Legal Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_

*\*If your mailing address has changed, please see [www.tyndale.ca/registrar/update-info](http://www.tyndale.ca/registrar/update-info).*

Course Code:	Course Title:	Instructor:	
Outstanding Assignment(s):	Syllabus Due Date(s):	Extension Date(s) From Professor <i>(if applicable)</i> :	Proposed Due Date(s):
Description of personal circumstances that necessitate extension:			
Student's Signature:		Date:	

**OFFICE OF THE REGISTRAR'S USE ONLY:**

Recommended by <i>Director, Centre for Academic Excellence</i>	Date	Received by the Office of the Registrar
Approved by Program Director	Date	Holds:
		Spreadsheet Updated:
Approved by Registrar	Date	Notified:
		Grade Assigned:
Comments:		