

# BIRMINGHAM THEOLOGICAL SEMINARY

2200 BRIARWOOD WAY  
SUITE A-203  
BIRMINGHAM, AL 35243  
Tel. 205-776-5356  
Fax 205-776-5241

## 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 \_\_\_\_\_