

## Knox College – Policies & Procedures

Policy: **Completion of Course Work (SDF)**

Applies to: BD students (M.Div., M.T.S., M.R.E., Special)

Approval & Responsible Individual: Faculty

Reference information:

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### Policy

It is the policy of Knox College to consider the granting of an extension (SDF) for completion of course work.

### Procedures

Students are expected to meet all due dates for the submission of assignments during the term as set forth in the course requirements. In each term, all assignments, including any late work permitted by the Faculty member, must be submitted no later than the last day of examination week. Only in the case of illness, with a doctor's note, bereavement, or other unusual circumstances, will an extension be considered. Such an extension cannot be authorized by a Faculty Member.

A request for an extension must be submitted in writing to the Registrar, or the Director of Academic Programs, who will refer the matter with a recommendation, to the Faculty for final decision. This regulation applies to all TST courses, whether taken within or outside of Knox College.