Non-credit Program Extension Petition Form

Student Instructions: Complete all required information. Submit this form by email to ccpeprograms@georgetown.edu or in person to the front desk, 640 Massachusetts Avenue NW, Washington, DC 20001.

Full Name: ____________________________
NetID: __________  GUID: _______________
Phone: _______________________________  Email: ________________________________
Program: _____________________________  Start Term: ____________________________

Program Policy for Certificate Completion (circle one): 1 year / 2 years

Reason for Extension Request:
Provide reason(s) why you are unable to complete certificate requirements in the allotted time period as indicated by the certificate program guidelines. Please document in the space below or as attachment.

Estimated Term of Completion: ____________________________

The student has requested an extension in time required to complete the certificate program. The student must complete the following remaining courses in order to obtain the certificate:

1. Program/ Course Name: ____________________________  Program/ Course Number: ____________________________
2. Program/ Course Name: ____________________________  Program/ Course Number: ____________________________

For office use only:

Official Review & Evaluation (to be completed by university academic administrator)

Extension granted: Approved / Denied  If denied, reason: ____________________________
Received by: __________________ Signature: __________________ Date: __________________
Reviewed by: __________________ Signature: __________________ Date: __________________

*Add to student record in Destiny and add internal comments on full record