Non-credit Program Extension Petition Form

Student Instructions: Complete all required information. Submit this form by email to pdcprograms@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. _______________________________________________________________________

2. _______________________________________________________________________

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

Revised June 2020