



Republic of the Philippines
ASIAN SEMINARY OF CHRISTIAN MINISTRIES
By-Pass Rd., Brgy. San Vicente II, Silang, Cavite 4118
www.ascm.edu.ph

OFFICE OF THE REGISTRAR

REQUEST FOR EXTENSION OF SUBMISSION OF REQUIREMENTS

Name of Student: _____

Date: _____

Subject: _____

Faculty: _____

Semester _____

School Year: _____

Reason:

Due Date: _____ (To be filled up by the faculty)

Note: Failure to submit the requirement on agreed due date (indicated above) will turn the grade to an F (failure).

Signed By:

Noted By:

Requesting student

Faculty

Approved By:

Academic Dean

Instructions: (via online procedures)

*** regular process will continue once face to face classes are resumed. ***

1. Accomplish the form by filling out the information being asked.
2. The student should sign the form (attach e-sign) before sending it to the faculty for approval & a new due date.
3. Once approved by the faculty and due date has been provided, e-mail the form* to the Academic Office through Mr. Jhon Bryan at jbpenaflorida@ascm.edu.ph for approval of the Academic Dean.
4. E-mail the approved Request for Extension form to the Registrar Office at orlando.aton@ascm.edu.ph

*In case the faculty, for whatever reason could not sign/attach e-sign to the form, a screenshot of approval (via email or messenger) can be sent along with the form to the Academic Office as a proof of communication & approval from the faculty.