

Granting of Extensions Policy

If a student cannot meet the weekly coursework deadlines, an instructor can grant an extension based on circumstances outside of the student's control. Extensions from instructors cannot exceed past the last day of the term. Extensions that need to extend beyond the last day of the term must be approved by the Director of Education.

If a student receives an extension from the Director of Education, the student must complete his/her assignments and tests within a six-week period after the end of the current term. Extensions cannot exceed six weeks.

Students, who receive extensions for one course and are then placed in the next course the following term, must complete all assignments and tests for both courses.

Students must request an extension from the instructor in writing/email. Students are required to submit supporting documentation with their request. Students must not assume the extension is approved without written approval/email from the instructor or Director of Education.

Instructors will use the following guidelines to grant an extension on compassionate grounds:

- Personal illness
- Illness or death of a close family member
- Military training and deployment
- Jury duty
- Work-related scheduling conflicts
- Natural disasters
- Relocation
- Other unforeseen circumstances which affect the student's status

The instructor must notify the student's success coordinator about the student's request and approval or denial of an extension. Any extension deadlines that are not met by the student need to be reported to the student's success coordinator immediately.

Students with approved extensions will not lose points for late submission of coursework.

Students who do not request an extension, or whose extension was not granted, and who fail to meet the Sunday deadline will need to observe the Late Submission of Coursework Policy.