

**COURSE EXTENSIONS
(For Open Learning Courses only)**

POLICY NUMBER	ED 3-12
APPROVAL DATE	MARCH 21, 2016
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AUTHORITY	SENATE
PRIMARY CONTACT	VICE PROVOST – OPEN LEARNING

POLICY

In order to ensure maximum student success and the responsible use of resources, Thompson Rivers University's Open Learning Division (TRU-OL) may allow students to extend the duration of their courses.

REGULATIONS (For Open Learning Courses only)

1. The Registrar, or designate, may in his/her sole discretion allow a student in a self-paced, independent-study course one course extension for a fee.
2. Extensions are not permitted for paced courses. Paced courses include those courses that have fixed start and end dates with specific dates for submitting assignments, projects, and writing the final examination (when applicable).
3. In order for an extension to be approved, students must submit a completed [extension form](#) and the required fee to TRU-OL Student Records before the course completion date. This form indicates that students must have submitted at least one assignment, project, or exam in order to be considered for an extension. Students who have submitted a request for a course extension and cancel the request will not receive a refund.

4. Students who have received a Canada student loan or BC student loan are eligible to apply for a course extension but should be aware that an extension may jeopardize their award status.
5. Students with exceptional extenuating circumstances (such as a long illness) that prevent them from working on the course for longer than eight (8) weeks may apply to TRU-OL for a course extension with a fee waiver. Postal or other delays will not be considered as justification for a fee-waived extension.
 - i. All applicants for a fee-waived extension must submit a completed [Course Extension Fee Waiver Request form](#) to the TRU-OL Office of the Registrar before their course completion date.
 - ii. In all cases where a fee-waived extension has been requested, students are required to establish an action plan, outlining a time schedule and support services to enhance their chances of successful completion, prior to approval.
6. Second extensions will not be granted for any reason.
7. Open Learning courses offered by SFU and/or UVic.
 - i. Formal extensions are not granted to students registered in TRU-OL courses delivered by Simon Fraser University. Request for extensions based on exceptional circumstances will be considered directly by Simon Fraser University.
 - ii. Extension policies for TRU-OL courses delivered by the University of Victoria vary by program. Students must contact the specific program area for policy details.