

COURSE EXTENSIONS
(For Open Learning Courses only)

POLICY NUMBER	ED 3-12
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AUTHORITY	SENATE
PRIMARY CONTACT	ASSOCIATE VICE PRESIDENT – OPEN LEARNING

POLICY

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

REGULATIONS (For Open Learning Courses only)

1. The Director of Admissions and Enrolment Services for Open Learning, or his/her designate, may in his/her sole discretion allow a student in a self-paced, independent-study course one course extension for a fee.
2. Normally, extensions are not permitted for paced courses. Paced courses include those courses that start and end on a specific date and bring students together in a variety of ways. The courses may, for example, include audio conferences, classroom instruction, clinicals, labs, and/or computer facilitated discussions.
3. In order for an extension to be approved students must submit their request and the required fee to TRU-OL Student Records by accessing the form online, by regular mail, email, or fax. TRU-OL must receive the request and payment before the course completion date. Students who have submitted a request for a course extension may not cancel the request in order to receive a refund.

4. Students who receive an extension and have not already written the final examination for the course are required to submit an examination application form to schedule their examination.
5. Students who have written the examination before receiving an extension may not write the examination again and must complete all assignments before their extended course completion date.
6. Students who receive an extension have the grade of "XT" (Extension) recorded on their transcript.
7. Students who have received a Canada student loan or BC student loan are eligible for a course extension but should be aware that an extension may jeopardize their awards status.
8. 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 extensions.
 - i. All applicants for a fee-waived extension must complete, and send, a 'Fee Waiver/Medical Withdrawal Request' form to the TRU-OL Office of the Registrar.
 - ii. For a fee-waived extension request to be considered, the extension request must be received by TRU-OL no later than the course completion date stated in the student's welcome letter.
 - iii. 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.
9. Second extensions will not be granted for any reason.
10. Open Learning courses offered by SFU and/or UVic.
 - i. Normally, 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.