

MORTHLAND COLLEGE EXTENSION POLICY

Purpose of Policy

In the case of extenuating circumstances the Instructor, Dean of Academic Affairs or Dean of Online Education may agree to give a student additional time to complete coursework, if the instructor or Dean determines the student may reasonably complete the work required within the extension time frame. Allowing a student an *Extension* is left to the discretion of Morthland College faculty, and students should not assume that they will be allowed to complete work after the term has ended.

Guidelines

In allowing an *Extension* the Instructor or Dean should observe the following guidelines:

- The circumstances that have compelled the student to request the *Extension* must be exceptional, such as illness, natural disaster or some other emergency, beyond the student's control.
- The student requesting the *Extension* must have completed at least 50% of the required work in the course at the time of the request. To receive an *Extension* in more than one course, the student must have completed at least 50% of the required coursework in each course for which an *Extension* is given.
- The student must submit the outstanding course work to the instructor within the time stipulated in the **Morthland College Extension Form**. The length of the *Extension* is up to the discretion of the instructor or Dean, but cannot be longer than 30 days after an online term ends or 60 days after a traditional term ends.

Extension Process

If the student would like to request an *Extension* in one or more of their courses, the student must take the following steps:

1. Complete the student portion of the **Morthland College Extension Form** for each course they would like to request an *Extension* in. Students in ground courses should submit the **Morthland College Extension Form** for approval to the course instructor no later than 48 hours before the term ends. Students in online courses should submit the **Morthland College Extension Form** for approval to the Dean of Online Education no later than 48 hours before the term ends.

If the instructor or Dean agrees to assign the student an *Extension*, the instructor or Dean must take the following steps:

1. On the **Morthland College Extension Form** the faculty person indicates a deadline date of no more than 30 days from the date of the end of an online term when the student can submit the outstanding course work. If the student is requesting an *Extension* in a traditional term, the faculty person indicates a deadline date of no more than 60 days from the date of the end of a traditional term when the student can submit the outstanding course work.
2. After indicating the date of expiration for the course extension and signing and dating the form, the instructor or Dean of Online Education submits the **Morthland College Extension Form** to the Dean of Academic Affairs for final approval. After signing and dating the form, the Dean of Academic Affairs stores the form in the student's file and emails a copy of the completed form to the student and course instructor or Dean of Online Education.
3. Provided that the instructor receives the student's completed course work on or before the expiration date, the instructor grades the student's coursework and converts the student's grade to the alpha grade earned.
4. If the student fails to submit the outstanding course work by the expiration date, the grade will be reverted to the alpha grade earned at the time of the *Extension* request.

If the instructor or Dean denies the student an *Extension*, the instructor or Dean must take the following steps:

1. Complete and submit the Extension Denial template form in Populi to the student.

MORThLAND COLLEGE EXTENSION FORM

In the case of extenuating circumstances the instructor or Dean of Online Education may agree to give a student additional time to complete coursework, if the instructor or Dean determines the student may reasonably complete the work required within the extension time frame. Allowing a student an *Extension* is left to the discretion of Morthland College faculty, and students should not assume that they will be allowed to complete work after the term has ended. See Morthland College Extension Policy for details.

Student and Course Information (this section should be completed by the student and returned to the course instructor for ground courses or to the Dean of Online Education for online courses). **Note that the completed form must be submitted to the Instructor or Dean no later than 48 hours before the term ends:**

Student's Name	
Student's Email	
Course Number (ex. SPE 115)	
Name of Course Instructor	
Email of Course Instructor	
Term (ex. September 2016 or Fall 2016)	
Brief reason you are requesting an extension	

Deadline Information (if the instructor or Dean of Online Education agrees to assign the student an *Extension*, this section should be completed by him/her):

NOTE: This deadline must fall on or before 30 days from the last day of an online term or 60 days from the last day of a traditional term.

Extension deadline (ex. mm/dd/yyyy)	
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Signature of Instructor or Dean of Online Education _____

Date _____

Signature of Dean of Academic Affairs _____

Date _____

Note: The completed form should be stored in the student's file; a copy of the completed form should be provided to the student, instructor or Dean of Online Education, and the Dean of Academic Affairs.