

## MORThLAND COLLEGE EXTENSION POLICY

### Purpose of Policy

In the case of extenuating circumstances, the Dean of Academic Affairs in cooperation with the Instructor may agree to give a student additional time to complete coursework, if it is determined 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 Dean and Instructor 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 in which the student would like to request an extension. Students in **ground courses** should submit the Morthland College Extension Form for approval to the course Dean of Academic Affairs no later than 1 week before the term ends. Students in **online courses** should submit the Morthland College Extension Form for approval to the Dean of Academic Affairs no later than 48 hours before the term ends.

**If the Dean and Instructor agree to assign the student an Extension, the Instructor and Dean must take the following steps:**

1. On the Morthland College Extension Form, the Dean/Instructor indicates a deadline 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 ground campus 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, the form should be signed and dated by the Instructor and the Dean of Academic Affairs. The form is then stored in the student's file and a copy is given to the student and Instructor.

3. The student will then receive an “incomplete” grade for the course. Provided that the Instructor receives the student’s completed coursework 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 coursework by the expiration date, the grade will be reverted back to the alpha grade earned at the time the extension request was made.

### **Denial**

If the extension request is denied, the Dean must take the following steps:

1. Complete the Extension Denial Template Form in Populi and send it to the student

## MORTHLAND COLLEGE EXTENSION FORM

In the case of extenuating circumstances, the Dean of Academic Affairs in cooperation with the Instructor may agree to give a student additional time to complete coursework, if it is determined 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.

### Student and Course Information

This section should be completed by the student and returned to the Dean of Academic Affairs. For ground courses, the form must be turned in no later than 1 week before the end of the traditional term. For online courses, the form must be turned in no later than 48 hours before the end of the online term.

<b>Student's Name</b>	
<b>Student's Email</b>	
<b>Course Number (ex. BUS315)</b>	
<b>Name of Course Instructor</b>	
<b>Email of Course Instructor</b>	
<b>Term (ex. September 2017 or Fall 2017)</b>	
<b>Brief reason for requesting the extension.</b>	

**The Extension Deadline is determined by the Dean of Academic Affairs in cooperation with the Instructor of the course.** The 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.

<b>Extension Deadline (ex. mm/dd/yyyy)</b>	
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Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dean of Academic Affairs: \_\_\_\_\_

Date: \_\_\_\_\_

Note: The completed form should be emailed to the student and the Instructor. The form must then be stored in the student's file.