

## Course Extension Policy

If a student is prevented by circumstances beyond their control from completing all course requirements on time, they may request an extension from the professor of record.

Extensions are not granted for lack of participation or for the student's failure to submit work on time. Extensions are limited to a maximum of two weeks and are not renewable.

A student must request the extension no later than 5:00 pm, Arizona time, on the last day of the course. The professor has final discretion to grant the extension and its duration. There is no appeal. An extension may be granted only in cases where the student has made acceptable progress in the course but has experienced an extenuating circumstance that will prevent the successful completion of the course by the scheduled end date.

Acceptable progress is defined as follows:

- the student has actively participated in course activities up to the point of the extenuating circumstance;
- the student is current with all assignment submissions; and
- the student has earned a grade of at least 76% for the work up to that point.

The student must provide documentation justifying the request for an extension. The documentation should be such that a reasonable person would consider it sufficient to grant the request. The professor may, however, require further information if the evidence is inconclusive.