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## Undergraduate Course Extension Policy (096)

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<b>Policy Sponsor:</b>	Office of the Registrar
<b>Policy Contact:</b>	Coordinator, Enrolment, Records and Academic Services
<b>Policy Number:</b>	096
<b>Effective Date:</b>	June 14, 2017
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<b>Review Date:</b>	Biennially
<b>Procedure:</b>	<a href="#">Undergraduate Course Extension Procedures (096a)</a>

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### Purpose

To define the conditions under which an Athabasca University (University) undergraduate student can request and purchase additional time and access to an undergraduate Individualized Study Course.

### Definitions

#### **Challenge for Credit Process**

A University process whereby students have the opportunity to demonstrate that they have acquired a command of the general subject matter, knowledge, intellectual rigour and/or skills that are required on the successful completion of a specific University course. Students who demonstrate such competence will be given credit for the specific course.



## **Course Contract End Date**

The last day of the month at the end of the Course Contract Period, unless the student finishes early, then this is:

- The last day for students to complete and submit all required course work associated with an Individualized Study Course, or;
- the date the final grade is assigned to the course (when all required coursework is marked and a final grade is assigned earlier than the Course Contract End Date).

The Course Contract End Date is also the last day that students can submit exam requests.

## **Course Contract Period**

The time that students are actively registered in Individualized Study Courses. A course begins on the course contract start date (usually the first day of a month) and runs until the Course Contract End Date.

## **Course Extension**

A request to purchase additional time and access to University resources in order to complete a course.

## **Full-time Student**

Full-time Students are students who are registered in a minimum of 60 percent of a full course load.

## **Grouped Study Course**

Courses that are offered in a classroom setting, or courses where students study in a group in a web-based online environment with common deadlines for completion of course activities.

## **Individualized Study Course**

Courses delivered in either a print-based or online environment that students complete at their own pace within the Course Contract



Period, using the learning resources and support services provided by the University.

**LABB Course**

Courses that are offered in a laboratory setting, offered at specific places and times that require the physical presence of the student in the laboratory. Supervised by University laboratory instructors and professors, all course requirements must be completed within the LABB Course Contract Period.

**Non-Funded Student**

Those students who are not receiving government student financial aid.

**Part-time Student**

Part-time Students are students who are registered in less than 60 percent of a full course load.

**Pilot Course**

A course that is being offered to test, measure, and assess new educational technologies, methodologies, resources, and/or course delivery methods. A Pilot Course is a trial that is offered for a limited period of time and has a finite number of students registered.

**Student Financial Assistance (SFA) Funded Student**

A student who is in receipt of a student loan and/or grant from one of the provincial or territorial Government Financial Assistance Agencies in Canada.

**Policy Statements**

**1. Individualized Study Students (Non-Funded or Part-time Funded)**

- a. Students who are registered in Individualized Study Courses are eligible to request Course Extensions.

**2. Full-time SFA Funded Students**

- a. Full-time SFA Funded Students desiring Course Extensions must contact the Student Awards and Financial Aid Unit in the Office of the Registrar to discuss implications on their funding and full-time status. Extensions granted to Full-time SFA Funded Students will affect the student's full-time eligibility for funding for current and future



funding terms. If a Full-time SFA Funded Student is granted an extension, their full-time status will not be extended and their current or future funding eligibility will not be guaranteed.

### **3. Students Registered in Grouped Study Courses, LABB Courses, Pilot Courses, or the Challenge for Credit Process**

- a. Students who are registered in Grouped Study Courses, LABB courses, or the Challenge for Credit process are not eligible to extend their original Course Contract Period.
- b. Students registered in a Pilot Course must refer to the course syllabus to determine whether Course Extensions are available for that course.

### **4. Students Registered in Practicum Courses**

- a. Nursing Practicums: Course Extensions are not allowed in nursing practicums.
- b. Psychology Practicums: Course Extensions are allowed in psychology practicums, but must be negotiated with the Course Coordinator and the practicum site.
- c. Heritage Resources Management Practicums: Course Extensions are allowed and follow the same process as any other six-credit Course Extension.

### **5. Eligible Students for Course Extensions**

- a. Eligible students may request and purchase up to three, two-month Course Extensions.
- b. Course Extensions must be requested and purchased by the end of the month prior to the Course Contract End Date (e.g., Course Contract End Date: December 31, 2017. Course extension request and purchase deadline: November 30, 2017, 23:59:59 Mountain Standard Time).

6. Course Extension Fees are non-refundable.

7. Course Extensions do not extend full- or part-time status past the original Course Contract Period (e.g., if a student initially took four courses starting in the same month and applied for extensions for all four courses, the full-time status would still only be for the original four-month (or six-month for non-funded students) Course Contract Period.)

8. All appeals related to this policy must be made in accordance to the procedures of the [Undergraduate Course Extension Procedures](#).



## **Applicable Legislation and Regulations**

[Canada Student Loans Act](#)

## **Related References, Policies, Procedures and Forms**

[Undergraduate Course Extension Procedure \(096a\)](#)

[Undergraduate Course Re-Registration Policy \(066\)](#)

[Undergraduate Course Re-Registration Procedure \(066a\)](#)

[Undergraduate Course Withdrawal and Refund Policy - Individualized Study \(148\)](#)

[Undergraduate Course Withdrawal and Refund Procedures - Individualized Study \(148a\)](#)

[Undergraduate Challenge for Credit Procedures \(073a\)](#)

[Undergraduate Examination Request and Completion Policy – Individualized Study \(137\)](#)

[Undergraduate Examination Request and Completion Procedures – Individualized Study \(137a\)](#)

## **History**

Athabasca University General Faculties Council, June 14, 2017, Motion # 38-05 (approved)