
Course Extension Policy

Department Policy Number

Effective Date

September 1, 2005
March 2000

Purpose

N/A

Definitions

Contract Date The last day of an active contract period.

Policy

The contract length (active registration time) for courses offered in the individualized study registration format may be extended three times for a period of two months each regardless of the credit weight of the course.

Requests to extend the course contract must be received or postmarked no later than the last day of the month prior to the original contract date and be accompanied by the appropriate fee. Requests for a second or third extension must be received or postmarked no later than the last day of the month previous to the new course contract date and be accompanied by the appropriate fee.

The extension shall start on the first day of the month following the original or new course contract date.

Students who are registered in courses offered in the grouped or other registration formats shall not be allowed to extend their course contract.

Regulation

In all Institutional calendars there should be a regulation which states:

"Requests to extend the course contract must be received or postmarked no later than the last day of the month prior to the original contract date and be accompanied by the appropriate fee. Requests for a second or third extension must be received or postmarked no later than the last day



of the month previous to the new course contract date and be accompanied by the appropriate fee."

Procedure

Students may purchase a course extension through one of the following methods:

- a. Online through the [Office of the Registrar Online Services](#) (OROS)
- b. By submitting a [Course Extension Form](#) by fax to 1-780-675-6174
- c. By submitting a [Course Extension Form](#) by mail to:

Athabasca University
Office of the Registrar
Enrolment Services and Academic Records Unit
1 University Drive
Athabasca, AB T9S 3A3
Canada

Approved by

Dean/Registrar's Group - May 16, 1994

Amended Date/Motion No.

Athabasca University Academic Council; Motion Number 184-22, September 15, 2004
Athabasca University Academic Council; Motion Number 155-14, March 2000

Related References, Policies, and Procedures

Course Re-Registration

Applicable Legislation/Regulation

N/A

Responsible Position/Department

Coordinator, Registration Services; Office of the Registrar

Keywords

extension, course extension, contract date