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## Undergraduate Course Extension Procedures (096a)

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

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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**

#### **Appellant**

The individual making an appeal. An Appellant can be a student or an authorized representative of a student.

#### **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.

**Part-time Student**

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

**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.



## **Procedures**

### **1. Full-time SFA Funded Students**

Full-time SFA Funded Students must contact the Student Awards and Financial Aid Unit in the Office of the Registrar at [sfa@athabascau.ca](mailto:sfa@athabascau.ca) to request and/or discuss the implication of a Course Extension on their funding and status.

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

- a) Eligible students (as outlined in the [Undergraduate Course Extension Policy](#)) may submit requests for Course Extensions as outlined through any of the following methods:
  - i) Online through the Office of the Registrar Online Services ([OROS](#)). Student will be notified immediately of the result of their requests.
  - ii) By completing and submitting a [Course Extension Request Form](#) and full payment. Notification of the result of the request will be provided to the student. Submit the Course Extension Request form via:
    - 1) fax to 1-780-675-6174.
    - 2) mail/courier to:

Athabasca University  
Office of the Registrar  
Enrolment Services  
1 University Drive  
Athabasca AB T9S 3A3  
1-780-675-6288 (telephone number to be listed on courier waybill)
    - 3) in person at [Athabasca University](#).

The date of receipt will be based on when the complete request and full payment is received by the University.

### **3. Appeals**

All appeals to this policy must be made using the [Office of the Registrar's Online Appeals Form](#).

All decisions will be communicated in writing to the Appellant.



The Appeals Officer designated by the Registrar has the final decision-making authority on all appeals to this policy.

If the Appeals Officer has received an appeal in error, it will be redirected accordingly.

### **Applicable Legislation and Regulations**

[Canada Student Loans Act](#)

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

[Undergraduate Course Extension Policy \(096\)](#)

[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 \(137a\)](#)

[Office of the Registrar's Online Appeals Form](#)

### **History**

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