

<b>TITLE:</b>	Learner Program Extension	<b>NUMBER:</b>	01-15
Section:	Learner Progression	Date Approved:	July 2016
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## Policy

### Program Extension

Program extension is typically defined as a delay in the regularly scheduled completion date for a program of study. This extension must be requested by the learner, approved by the program faculty, and supported by the sponsoring employer (if applicable). A Program extension is typically considered 4 to 8 weeks past a programs expected end date. Further extension beyond this date must be presented to Learner Progression

Reasons for a program extension may include:

- Illness/pregnancy of learner (medical documentation may be required)
- Illness or death of family member/significant other
- Job related reasons
- Difficulty balancing program requirements/work life
- Other

A program extension requires an amended timeline that includes a written work plan that has been agreed to by the learner, faculty, and workplace (if sponsored).

**Note:** If the learner has not followed the new timelines and/or has not communicated with the program faculty within the previously agreed upon time frame, the learner will be referred to the Learner Progression Committee for further follow up, which may include a program interruption or disqualification. These incidents will be reviewed on a case by case basis.

## Procedure

### 1. The Learner will:

- a. Discuss the need for program extension with Faculty and Manager (if sponsored).

- b. Will obtain a letter from sponsoring manager indicating agreement of extension and submit to program faculty.
- c. Complete the “Program Extension Form” and submit form to Faculty.
- d. Comply with the revised timeline and work schedule as agreed upon.
- e. Maintain regular contact with Faculty Advisor until program completion.

### 2. **The Faculty will:**

- a. Determine new timelines/work plan for completion of program with learner.
- b. Will direct the learner to contact their sponsoring manager to provide a letter of agreement to program faculty.
- c. Direct learner to complete and submit the “Program Extension Form”.
- d. Forward the dated and signed Program Extension Form to administrative staff.
- e. Place the completed Program Extension Form along with revised timeline and work plan to the learners file.

### 3. **The Administrative Staff will:**

- a. Ensure that all appropriate documentation (e.g., Program Extension Form) appears on learner file.
- b. Ensure that appropriate changes are made to learner status on database.

## Related Documents:

Learner Program Extension Form

Program Extension Form Letter