



OntarioLearn Policy

POLICY TYPE:	Administrative
POLICY TITLE:	Course Extensions Policy
POLICY NO.:	ADMIN-004
RESPONSIBILITY:	OntarioLearn Policy Committee
POLICY APPROVED BY:	OntarioLearn Board of Directors
EFFECTIVE DATE:	January 2000
REVISED:	April 2015
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Introduction

OntarioLearn places a strong emphasis on the student experience. The articulation of expectations and responsibilities help ensure a positive educational experience.

Purpose

This policy outlines the framework by which students, host colleges/registering colleges and faculty manage both in-course extension requests and past-end-date extension requests.

Definitions

Host college: The College who owns/delivers the course.

In-course extension is an extension arrangement for an assessment that occurs between the course start and end date.

Past-end-date extension is an extension arrangement where a student is permitted to complete and/or submit course work after the course end date.

Registering college: The College where the student is registered.

Policy statements

1. Students are responsible for meeting all course deadlines with respect to course assignments, projects and examinations.
2. Student access to their course is terminated after the course end date. Student access to the learning management system (LMS) is not extended beyond the scheduled account removal deadline for each intake due to the administrative complexities and additional billable account fees.
3. All "in-course extension" requests are up to the discretion of the instructor in accordance with their host college practices/directives. Late penalties may be applicable.

4. All “past-end-date extension” requests are considered exceptions and require special approval from the host college/instructor in consultation with the registering college. Requests will only be considered for extenuating circumstances and supporting documentation may be required.

Accessibility for Ontarians with Disabilities Act (AODA) considerations

OntarioLearn’s commitment to accessibility and AODA standards has been considered in the development of this policy.

Roles and responsibilities

It is the responsibility of the host college to ensure that their instructors are aware of procedures for handling “in-course extension requests”.

It is the responsibility of the host college to ensure that their instructors are aware of past-end-date extension of course deadlines and implications.

It is the responsibility of the student to initiate any extension requests prior to the deadline.

Non-compliance implications

Failure to comply with this policy may negatively impact a student’s learning experience.

Failure to comply with this policy could result in lack of consistency and fairness as it relates to the enforcement of assessment deadlines for all students.

Related policies, procedures and directives

Course Extensions Procedures (ADMIN-004.1)