



## COURSE EXTENSION POLICY

If a student needs to go beyond the original enrollment end date in order to successfully complete a course, the person who enrolled the student can file for an extension.

Students must have successfully completed 50 percent of the course work prior to requesting an extension and may request up to an additional 4 weeks for a one semester course or 8 weeks for a two-semester (full year) course.

Only one extension per course will be considered. Students must be working consistently in the course at the time of the extension request.

The maximum time in a course is as follows:

- 6 months for a 1-semester course
- 12 months for 2-semester course

The extension request should not exceed those parameters.

The course extension form should be filled out at least 3 weeks prior to the current end date of the student's course, which is listed in the Student Information System. The Course Extension Request form can be found at [www.sbacs.org/virtualacademy](http://www.sbacs.org/virtualacademy). Within 2 weeks of submitting the form, you will receive an email response about the request.

If the student does not complete the course requirements by the end of the extension, he/she will receive a final grade for the course based both on the work completed as well as 0's which have been submitted for undone work

### Course Extension Fees:

If the request for a class extension is placed at least 3 weeks before the student's end date in the course and does not exceed the maximum time period in a course, there will be a \$60 fee. If the request is approved, the dates in the course will automatically adjust to the new end date and the new target dates must be strictly adhered to. The target dates are meant to help the student stay on track toward success.

If the request is granted but submitted after the three-week deadline (and still before the end date), the student will be charged \$100 for any extension they may be approved for.

If the end date in the SIS passes, and the student has not completed the class or requested an extension, any missing work would be counted as 0's and the student would receive the grade earned to that point.

Once a grade has been submitted for the class, the student may be allowed to re-enroll to finish the course, if it is within 2 weeks after the end date and as long as the student has not had a previous extension in the class. The Sevenstar principal would need to approve this re-admission. The student would submit a work plan along with the request to re-enroll for the class. If the student needs less than one month from the original end date to complete the course, the student will be charged \$150 for the re-enrollment. If the student needs more than one month from the original end date to complete the course, the student would need to sign up for the class again. No past payments would be applied to the new class. In most cases, grades could be rolled over at the request of student/parent.