

Effective January 26, 2015



Extension Policy

Dear Mentors, Parents, Administrators, and Students:

Michigan Virtual School[®] (MVS[®]) instructors and administration strongly recommend that all students finish their online courses by the deadline of each given term. In the event a student is unable to complete the course in the given timeline, an extension request may be submitted.

To be considered for an extension, the following conditions must be met:

1. The student must have earned 45%-59% of the total points available in the course.
2. The student must be actively engaged in the course (weekly attendance, completed homework/quiz/test submissions in the last week, weekly communication with the instructor, etc.).
3. The student, parent, mentor, and school administrator must write, agree to, and sign a **course completion plan** that explicitly documents the student's plan to complete the course. This could include a discrete number of assignments per day, points per day, hours spent in the course per day, etc. (see example below)
4. Extensions must be requested **by the mentor** and the student course completion plan submitted with **signatures** at least **five business days prior to the end of the term**.
5. Extensions will be granted for **up to two weeks, with a monitoring review at the end of the first week**. If adequate progress is not made in the first week, the extension may be terminated.
6. Extension requests beyond two weeks will be considered "Extenuating Circumstance Extensions," and the host district must document and present extenuating circumstances to customerservice@mivu.org. The decision to grant Extenuating Circumstance Extensions will be made on an individual basis. The maximum extension allowed is four weeks (28 days) past the original end date for the term. **No extensions will be granted during summer session due to the end-of-the-year maintenance in preparation for the fall session.**

Once the extension request is received, the procedure is as follows:

1. The instructor will review the request and completion plan and respond within two business days. If the course completion plan is approved, the agreed upon extension will be given an "**extension hard due date**" for both the instructor and student, with progress monitored in one-week increments.
2. If the instructor denies an extension request, s/he will document justification for why the extension should not be granted. This can include, but is not limited to:

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- Failure to meet any or all of the conditions above, with detailed, supporting evidence, and
 - Rationale explaining why an extension is not in the student's best interest.
3. Denied extension requests may be appealed by contacting the *MVU* Director of Curriculum & Instruction. The director will make all final decisions for denied extensions.

EXAMPLE STUDENT COMPLETION PLAN

I, John Doe, intend to complete SUBJECT by 11:59 p.m. on Friday, January 30, 2015, which is a one-week extension.

My goal is an 80%. I have 40 assignments left in the course. This allows me to do about six assignments each day, seven days a week. I will have communication with both my mentor and instructor on Monday, Wednesday and Friday to update on my progress. I understand my instructor has 24 hours to return any communication and 72 hours to grade. I also know that if I do not show significant progress and engagement in this week, a second week absolutely will not be granted. I will communicate any struggles or confusion I have immediately to my instructor and/or mentor. I also know that after 11:59 p.m. on January 30, no work will be accepted or earned for credit, even if I submit work over the weekend.

(Recommended signatures/knowledge of extension)

Signed,

John Doe on January 9, 2015 (five business days before the end of the term)

John's parent(s)

John's mentor

John's school administrator