

# MSC Online Learning Course Extension Request Form

Complete and Save form, then Email a copy to: [msconline@nesc.k12.mn.us](mailto:msconline@nesc.k12.mn.us)

Counselor Name:

School:

Date:

Student Name:

Course(s):

Reason for Extension:

## Policy

The MSC Online Learning Program recognizes that students may encounter extraordinary circumstances that make it difficult to complete coursework within the time frame of a course term. In limited circumstances, such as severe illness, medical treatment, or other extenuating circumstances, counselors may request an extension for a student not to exceed two weeks. In order for an extension to be granted, 50% of the course must be completed. Extensions will not be granted during the last fourteen (14) days of a course.

## Procedure

- Must meet eligibility requirements outlined above.
- Counselors must request a course extension through the Online Director.
- If requested, Counselors must provide documentation to support the extraordinary circumstances.
- If an extension is granted, it is the student's responsibility to complete all coursework prior to the end date of the course extension.

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### MSC Office Use

Approved:

Not Approved:

Comments: