

Course Extensions - Quick Reference Guide

NCVPS grants course extensions for a variety of reasons. Summer courses have a 3-day extension window. All other courses have a 5-day extension window. **Course extension requests must come from the school principal, ELA, or another school designee. The approval of course extension requests is NOT guaranteed. Course extensions are intended to provide additional time to complete small portions of coursework, not to make up large amounts of missing work or to finish a majority of the course.**

Course extensions are not to be confused with the [IEP/504 Modifications for Scheduled Extended Time](#) accommodation. This accommodation only applies to instructional assignments and assessments, **not** to course extensions.

Requests for extensions should be made by a school staff member, emailed directly to the NCVPS teachers. No Help Desk ticket needed for an extension request.

The extension request should include the following information:

- Student's name
- Course name
- Reason for extension
- The final end date being requested for the extension (within the allotted time frame -- see below)

Extensions **up to** 3 days in summer and 5 days for all other semesters may be granted. **Teachers will communicate the specific number of days granted in their response.** Special circumstances will be considered on an individual basis for requests beyond the allotted time (**See [Note](#) below**).

If approved, the NCVPS teacher will work with the student granted an extension and relevant stakeholders to ensure the student is supported to complete outstanding assignments. Adjusted final grades that reflect the completion of assignments during the extension will be reported on the following published NCVPS grade report.

Note

If the principal would like to re-enroll the student in the course the next semester, then the student will be treated as a transfer student. **The school must alert NCVPS staff via a ticket upon re-enrolling the student so that grades can be transferred from the previous enrollment.** This re-enrollment will be counted in the district's or charter school's allotment totals, but the student will have several options as a transfer student, including:

- If the same teacher is available the next semester, the student will be enrolled in the teacher's course section, and the previous grades will be transferred to that section. The student won't be required to restart the course.
- If the same teacher is not teaching the course the next semester, the student will be assigned to another teacher, and this teacher will be given access to the grades from the assignments the

student completed in the course previously. The student won't be required to restart the course.

Questions concerning the course extension process that are not addressed by speaking with the NCVPS teacher should be submitted through the [NCVPS Support Center](#) and will be routed to the appropriate Instructional Director.