

Extension Policy to be completed by student and submitted by school counselor

VirtualSC instructors and administrators strongly recommend that all students complete their online courses by the deadline of each given term in which the student is enrolled by following the course pacing guide. In the event that a student is unable to complete the course in the given time, an extension request may be submitted.

Course extension requests that meet the following conditions will be granted a maximum three week initial extension beyond the end of the course:

1. The student must have 70% of the required course instructional units completed at the time of the extension request.
2. The student must be actively engaged in the course (weekly attendance, completed activities in the last week, regular communication with the instructor, etc)
3. Extensions requests must be submitted to VirtualSC by the student's School Counselor. **Students should follow these steps to initiate the extension request process.**
 - The request for an extension must be received prior to the first day of exams for the term.
 - The student, parent/guardian, and School Counselor must write, agree to, and submit a signed course completion plan that explicitly documents the student's plan to complete the course within the extension time frame (up to 3 weeks). See student course completion plan below.
 - Send the extension request with the signed course completion plan to virtualsc@ed.sc.gov prior to the first day of final exams.
4. Extensions will be initially granted for up to three weeks. There will be a monitoring review at the end of the first week. If progress has not been made or the submitted course completion plan has not been followed, the extension may be terminated with no right to appeal for an additional extension of time.
5. No additional extension requests will be approved without an extenuating circumstance (subject to verification).

Student Course Completion Plan

Student
Name: _____

Course
Name: _____

Teacher
Name: _____

Time of extension (maximum 3
weeks): _____

Extension Request Questionnaire (You must be able to check 'Yes' for all of the following items or the student would not qualify for an extension without an extenuating circumstance)

Does the student currently have at least 70% of the instructional units completed in the course?

- Yes
- No

Has the student been actively engaged and working in the course throughout?

- Yes
- No

Has the student maintained regular communication with the teacher throughout the course?

- Yes
- No

Will the student be able to complete the coursework in a 3 week period?

- Yes
- No

Is the student requesting the extension prior to the first day of final exams?

- Yes
- No

Has the student reviewed and agreed to the course completion plan?

- Yes
- No

Course Completion Plan Statement (Please include explicit details for how the student will complete the work similar to the example below):

I, (STUDENT NAME,) _____
intend to complete (COURSE NAME) _____ by (TIME) _____
on (DATE,) _____ which is a(LENGTH _____-week extension.

My goal is a ___ %. I have (NUMBER) _____ assignments left in the course. This allows me to do about (NUMBER) _____ assignments each day, seven days a week. I will have communication with my teacher on Monday, Wednesday, and Friday to update on my progress. I understand my teacher has 24 hours to return any communication and 72 hours to grade completed work. I also know that if I do not show significant progress and engagement in the first week, a second week absolutely will not be granted. I will communicate any struggles or confusion I have immediately to my teacher. I also know that after (TIME) _____ on (DATE) _____ no work will be accepted or additional credit earned for assignments.

(The following signatures are required)

Signed,

STUDENT SIGNATURE _____ DATE _____

PARENT SIGNATURE _____ DATE _____

SCHOOL COUNSELOR _____ DATE _____