

# Request for Course Extension Instructions and Form

Thomas Edison State College will allow students to request a course extension in accordance with the following policy and procedures. An extension of time equal to eight (8) weeks from the end of the original term may be requested by students who require additional time to complete their course. Students must follow the procedure below to request the extension, with the exception of e-Pack® and FlashTrack courses, where the mentor certification requirement does not apply. Students in e-Pack® and FlashTrack courses who need an extension should go directly to step #4 below and submit the attached Request for Course Extension form along with payment directly to the Office of the Registrar. Please remember the following when applying for a course extension:

1. 50 percent of the course work must have been completed at the time of the extension request.
2. Submit the Request for Course Extension form (attached) to your course mentor via the View/Complete Assignment feature in myEdison (the same place you enter your completed assignments). Please submit the request in enough time for your mentor to review it before the end of the term.
3. Your mentor will either certify or deny the request and return the form to you via the View/Complete Assignment feature in myEdison (the same place you enter your completed assignments).
4. Once your mentor certifies that 50 percent of the course work has been completed, you may then submit the form to the Office of the Registrar with the required fee. Your extension is not officially approved until you submit it to the College with the fee. You will receive an approval via e-mail from the College within two days of your submission of the form. The current cost for an extension is \$176 per course.
5. If your mentor does not certify that 50 percent of the coursework has been completed, the Office of the Registrar will not approve your extension on the course.
6. A request for a second extension of eight (8) weeks will be considered only in limited circumstances, such as severe illness or medical treatment. The student should submit this request form along with appropriate supporting documentation relevant to why they did not complete the course during the first extension and pay an additional \$176 extension fee. The Office of the Registrar will determine if the second extension is warranted and notify the student of their decision and, if approved, of their new course ending date. No additional mentor certification is required.

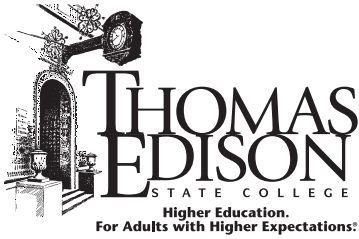
For both first and second extensions, the eight (8) weeks will be added to the current end date of the course in question. Students can not have more than 16 additional weeks added to the original start date of their term. Students may not request more than two (2) extensions for a single course.

Students may not apply for (or be granted) an extension after the last day of the course. Students will, however, be permitted to withdraw after an official course extension has been processed as long as the extension has not ended.

**Please note:** A percentage of your final grade in an online course is based on your participation in online discussions and, perhaps, in group activities involving other members of the class. These asynchronous “conversations” and collaborative assignments will not continue after the scheduled end of the original term and therefore can no longer positively affect your grade.

If you are on extension you must call the Office of Test Administration at (609) 984-1181 two weeks prior to your desired test date or at least two weeks prior to your extension end date to ensure that examinations are sent to your proctor when you are ready to take them. If you take your examination or complete assignments after the end of the term without having an approved extension, you will be billed for the extension fee and the late fee.

**Note to eArmyU students:** The course extension fee of \$176 or other additional fees do not apply to members of the U.S. military enrolled through the College's eArmyU program and requesting extensions for eArmyU courses.



# Course Extension Request Form

Please read the instructions on the first page carefully before completing this form. Fill in the fields below and save the form to your computer by choosing "File/Save As" for later uploading, e-mailing, printing or faxing.

## STUDENT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ College ID#: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

## COURSE INFORMATION

Course Title: \_\_\_\_\_  
Course Code: \_\_\_\_\_ Course Mentor: \_\_\_\_\_  
Term Enrolled: \_\_\_\_\_ Check here if this request is for a second extension

## STUDENT CERTIFICATION

**Student certification and plan for course work completion section. Does not apply for e-Pack® and FlashTrack courses.**

I certify that I have completed 50 percent of the course work for this course (required).

I will notify the mentor when course work has been submitted.

My plan to complete the remaining work is as follows: *(please include dates)*

## MENTOR INFORMATION & CERTIFICATION (to be completed by mentor only)

This section contains certification from mentor that 50 percent of the course work has been completed (not required for second extension requests). Does not apply for e-Pack® and FlashTrack courses. Please check appropriate box, sign where indicated and return this form to the student via the "View/Complete Assignment Feature" in myEdison (same location students enter their completed assignments).

the student has completed at least 50 percent of the coursework for this course.

The student **has not** completed at least 50 percent of the coursework for this course.

Mentor Name *(please print)*: \_\_\_\_\_

Mentor e-mail address: \_\_\_\_\_

## SUBMISSION INFORMATION

This completed form must be received by the Office of the Registrar before the last day of class. You may submit this form by e-mail by first saving it to your computer, then attaching the PDF file to an e-mail message to: **registration@tesc.edu**

If you do not wish to submit this form by e-mail, please print and mail (or fax) the printed form to:

Office of the Registrar  
Thomas Edison State College  
101 W. State St.  
Trenton, NJ 08608-1176

Fax: (609) 292-1657

## PAYMENT INFORMATION

**To be completed by student after mentor certifies the form.** The appropriate current fee must accompany this form. Fees are subject to change. Please indicate method of payment; fax or e-mail required credit card information.

Current extension fee per course: \$176.00     Check     Money Order     American Express     VISA     MasterCard     Discover

Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_    Expiration Date: \_\_\_\_\_