

# Hold & Extensions (C2c.v01)

## **Course Holds**

If a student is experiencing a personal hardship (extenuating circumstances out of their control, medical issues including mental health, etc.) and is unable to work on a course(s) for an interval of one week or more, the course enrollment(s) of the student may be placed on a one-time hold in each course enrolled, for the duration of the needed hold, which may be applied retroactively and will not exceed 20 weeks.

If a student is experiencing a medical hardship that was not addressed with a course hold prior to impacting their coursework, there is the potential to apply a retroactive medical extension with the submission of dated paperwork.

A one-time hold of 20 weeks for each course requested and approved will begin on the date the hold is put in place in NDCDE's Student Information System.

While the hold is in place the student will not have access to the course or regular communication from the teacher and will retain all progress and time remaining in the course prior to the hold.

All course hold requests must be submitted and approved by the individual who purchased the enrollment on behalf of the student. If more than one course is put on hold, they can be reinstated at the same time or in a staggered reinstatement to provide more flexibility for the student, as decided by the academic team.

## **Course Hold Reinstatements**

If a student was placed on a previous course hold and is ready to be reinstated and resume NDCDE coursework, the requester of the hold should submit a reinstatement request. If early reinstatement is not requested, NDCDE administration will send out communications and automatically reinstate the enrollment at the end of the 20-week hold.

Once the course is reinstated, the student will have the same number of days left in the course as they had when the hold was put in place. In the event that an extension may be needed, the individual who enrolled the student in a course may review the options below and make a formal request.

## **Short-Term Extensions**

The following policy applies for requests to extend a course for up to 14 days beyond the 20-week default course end date. The short-term extension request form must be initiated and completed by the enroller of the course at least 48 hours before the scheduled end date.

Elementary students may be granted a one-time, short-term, extension of up to fourteen (14) days beyond the scheduled end date of the course when a student has unforeseen circumstances that will prevent the student from completing a course by its scheduled end date and the instructor of record confirms that a short-term extension will provide the student a reasonable time to complete the course with fidelity.

Middle and high school students may be granted a one-time, short-term, extension of up to fourteen (14) days beyond the scheduled end date of the course when the student has completed at least **70%** of the coursework with fidelity **and** unforeseen circumstances prevent the student from completing a course at its scheduled end date.

### **Long-Term Extensions**

A course, except for Credit Recovery, Dual Credit and those specially denoted as automatically extended, may be purchased and extended once per course for an additional 20-weeks, within 10 business days of the completion certificate notice. Long-term extensions allow a student to receive credit for all work already completed and to receive a final grade at the end of the 40-week period or upon completion, whichever occurs first.

North Dakota school districts that paid the original course cost will be responsible for paying the extension fee. It is at their discretion as the course enroller to determine whether to initiate an extension request.

### **Exceptions**

NDCDE recognizes that the needs of local school districts may, in rare circumstances, warrant exceptions to the limitations and duration of holds and extension requests under this policy. A school administrator may request an exception to this policy by contacting the dean of students or assistant superintendent who shall consider the impact on students and NDCDE teacher workloads, when determining whether to grant the request and shall document the reason for denying or approving the request and other terms and conditions, ensuring this information is communicated with all impacted stakeholders.

### **End of policy**

**Adopted: 07/10/2024**

**Amended:**

**Published where: NDCDE website, CDE-All Staff Teams Channel**

**Version and effective date: 08/01/2024**