



Extension Policy & Procedure (Revised 12/01/21; effective 01/01/22)

Extension Policy

We understand that “life” happens and study delays are sometimes unavoidable. Please follow this policy and procedure if you will not be able to complete a course or program within the allotted timeframe.

Extension requests must be submitted in writing; on the student change form (*link listed below*). Extensions are considered on a case-by-case basis and must include the reason the extension is requested. Incomplete forms will be returned, which will delay processing. **Payment must be received before the course or applicable program component expires. Allow a minimum of 5 business days for the request to be processed.** Expiration of an incomplete course will be treated as a course failure and thus no Course Completion Certificate will be provided. Expiration of the Program Completion components (Bridge Week, Comprehensive Final Exam or Clinicals) will be treated as a program failure and thus no Graduation Certificate will be provided.

This policy is subject to change at any time without notice. The policy in effect when an extension request is received will be used to determine eligibility and fees.

Eligibility Criteria

Canvas access has not expired nor been suspended.

Implications

Applications to the program are valid for one year. Requests that extend a program or course beyond one year from the date of admission require an **Application Update** to be completed.

A **Challenge Exam(s)** may be required when completion of clinical course(s) precedes the comprehensive Final Exam, Bridge Week, or Clinical by one year. Additional fees may be incurred.

Extension Fee

\$500 / 30 days

Extension Procedure

[Click Here to Complete the Student Change Form](#)