

## Rist-Brown: Extension Policy....because...

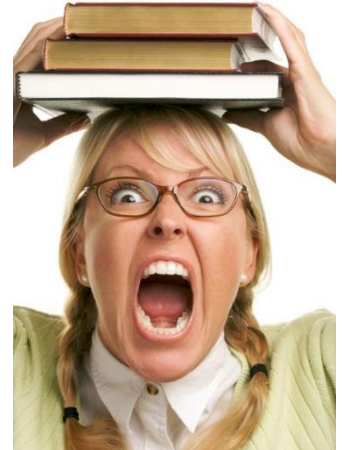
### *Life Happens!*

As adults there are things that happen in which we have no control. These events can interfere with academics. In these situations exceptions can be made to course policies, especially in extreme situations.

Traditionally I DO NOT accept late work except in rare situation in which “life happens.”

#### Acceptable “life happens” events:

- Death in the immediate family.
- Birth in the immediate family.
- Extreme illness to student, spouse, or child
- Work or military obligation.
- Please note that documentation will be requested in these events.



#### Unacceptable “life happens” events:

- Planned vacation during the course.
- Partied all weekend.
- Forgot.
- Family commitment: while I am an advocate for family time, family commitments are not an acceptable excuse for submitting assignments late as it is important to plan ahead.
- Technology or internet issues: **Please note that that it is the student’s responsibility to ensure access to a reliable computer and consistent internet access for the duration of the course – especially when taking an online course.**

#### Instructor “life happens”:

- Please be mindful that sometimes “life happens,” even to the instructor!
- There have been times in which situations have interfered with my course obligations.
- Please note that I will post an announcement if one of these situations occurs.

#### When “life happens”:

- **Step #1: Communicate with the instructor!** You you want to inform the instructor as soon as possible of the event that is causing an impact on your academics. Communication is especially crucial when the event is foreseen, such as military deployment or major work obligation. Most instructors are willing to work with students to accommodate students in these situations. If you are hospitalized, a third party may notify the instructor, however, due to FERPA the instructor cannot discuss anything with that party in regards to your academics.
- **Step #2: Provide documentation.** Please note that an instructor may request some form of documentation to corroborate the event. Documentation may include deployment paperwork, a doctor’s note, or even a receipt from a mechanic or towing invoice. The instructor has the right to deny an extension, especially in situation in which a student cannot provide documentation.
- **Step #3: Create a plan** with the instructor for completing the work. Students are expected to adhere to the new due dates.

**Please note that instructors are not OBLIGATED to provide an extension. The extension is a courtesy granted by the instructor.**