



Delivering Your Learning Strategy.

GCA Late Submissions and Extension Policy

May 2019



Policy Statement

The following is the GCA Late Submissions and Extension Policy for facilitated eLearning courses.

1. An extension will be granted if a participant formally requests at least one business day before the end of the module and with a valid and verifiable reason. There will be a definitive yes or no provided by the course facilitator as to whether this is acceptable.
2. Late submissions, resubmissions and/or additional posts related to the activity are graded with half marks if they are submitted within two days of the closed module. More than two days late and the post will not be graded. The Facilitator should use their own discretion when grading late submissions and when making the decision whether to grade more work done when the original post is late. This should be based on whether the participant is genuinely interested in improving and learning.
3. Participation history will be carefully checked before the facilitator will allow a second extension later in the course. Only two extensions will be allowed per course.
4. GLOs will validate a reason for a participant's extension request if necessary.

Extension for 2-week courses:

1. A maximum of one (1) day extension is allowed for the first week of the course.
2. A maximum of two (2) days extension is allowed for the last week of the course.

Extension for 4 to 6-week courses:

1. Extensions of up to four (4) days are accepted if the participant notified the Facilitator BEFORE the end of the module. In this case, the late post receives full grades.
2. There will be a maximum of four (4) days extension allowed and a maximum of seven (7) days extension for emergency cases. However, only a maximum of three (3) days extension is permitted after the course end date.
3. **EMERGENCY CLAUSE:** In the case of emergencies where the participant cannot ask for an extension beforehand, i.e. death of a family member and/or emergency flight, hospitalisation and so on, an extension can be given if the participant intends to continue the course and/or will not be absent for more than seven (7) days.