

“EXTENDED TIME” (ET) POLICY

(Applicable to MBU Online Courses Only)

- Extended time (ET) for MBU Online course work is available to students with the permission of the instructor. The student should check the syllabus for the ET policy of the instructor, as this will vary among instructors.
- Completed ET forms must be submitted TO YOUR ADVISOR by the date work is due to your instructor. That date can be found in the calendar located on the MBU Online tab on *MyMBU*.
- **ETS WILL NOT BE PROCESSED AFTER THE LAST DAY OF THE SEMESTER (that date can also be found on the calendar referenced above).**
- Students should contact their instructors and request the ET. If the instructor is agreeable, students should request that the instructor email the students' advisor directly, indicating their approval of the ET.
- Students should then fill out the ET form found on the MBU Online tab on *MyMBU*. Click the **ET Form** located in the “Extended Time” section, indicate mode of payment (attach check or pay online) and email, mail, or fax the form to their advisor with payment or payment information.
- **NOTE:** Students should NOT send ET forms to their instructors.
- Both students and faculty (regular and adjunct) need to understand that ETs cannot be entered as a grade on *MyMBU*. For an ET to be assigned, the student must submit both the paperwork and payment noted above before the date course materials are due to the instructor and the ET will be entered by the MBU Online office.
- ET deadlines for completing course work are the end of the following semester: i.e., course work for fall ETs is due at the end of the spring semester, course work for spring ETs is due at the end of the summer term, and course work for summer ETs is due at the end of the fall semester. Earlier deadlines can be mutually agreed upon by the instructor and student and specified on the ET form (instructors should indicate this date in their e-mail to the advisor, as well). Deadlines CANNOT be extended beyond the end of the next semester.
- The instructor's ET policy for fall, spring, and summer should be clearly indicated on the course syllabus. If faculty will not be available to work with students over the summer, they **CANNOT** offer ET/s for spring courses. They need to make this very explicit in their spring course syllabi.

NO SECOND ETS WILL BE GRANTED.

Note to students receiving tuition reimbursement: Extending a course does not postpone tuition payments due, even if the course tuition is reimbursed by the student's employer. The student must pay for the course by the end of the original semester. A student may not register for the next semester's courses until that tuition is paid in full.