

Program Extension Policy

Although each Candidate is expected to complete our credential programs within the one year (PASC) and two year (TIP, CASC) periods, extenuating circumstances do occur and may preclude the Candidate from doing so. A formal request to the Program Coordinator must be made. Appropriate documentation shall accompany the formal request.

Extensions are offered according to the following criteria:

Program Extension

Candidates may request a short-term extension on one or more requirements of the Credential Program. In order to do so, he/she must:

1. Contact the Program Director to formally request, in writing, a program extension
2. Complete the Program Extension Form
 - The Program Director will review the formal written request and Program Extension Form and grant approval or deny the request. The Candidate will be notified of the decision within 5 business days.

Leave of Absence

To step away from the Credential Program for an extended period of time, Candidates must request a leave of absence. In order to do so he/she must:

1. Contact the Program Coordinator to formally request, in writing, a leave of absence
2. Complete the Leave of Absence Form
 - The Program Coordinator will review the formal written request and Program Extension Form and grant approval or deny the request. The Candidate will be notified of the decision within 3 business days.

If a leave of absence from the program is granted, Candidates may not attend classes or fulfill coursework that lead to program completion.