



SOEP Course Extension and Course Reinstatement for Online Providers Guidance Document

Purpose: To ensure a consistent procedure for course extension and course reinstatement requests.

Eligibility: Course Extension or Course Reinstatement applies to students who actively met the Online Provider's Standard of Active participation (SAP) throughout the period in which they were enrolled, but failed to complete the course.

If the CCA's status is at **Administrative Withdrawal - No Credit Earned After Initial Activity**, **Administrative Withdrawal - .25 earned cancel remainder**, or **Completed Course - Grade too low to earn credit (F)**, the student is not eligible for a course extension or course reinstatement.

Definitions:

Course Extension is a formal request for continued instruction if it is received **within 9 weeks** (approximately a quarter) following the original course end date, or the Online Provider's established deadline. A new CCA is not requested in SEATS.

Because the deadline is fixed, the later a request is made in the nine week period, the less time a student has to work. For example, if an extension is requested in week five, the student will have only four weeks remaining to complete the course

Course Reinstatement is the formal procedure for reopening a course for an additional term *equivalent to the original CCA* after the extension window has closed (**more than 9 weeks after** the original course end date). A student may request a course reinstatement anytime before the student graduates from high school ([53F-4-505](#)). A new CCA is not requested in SEATS.

Funding:

- **Course Extension:**
 - Payment: Providers are eligible for the remaining **50%** of the course fee upon completion (53F-4-505. Payment for an Online Course)
- **Course Reinstatement:**
 - Payment: Providers are eligible for the remaining **30%** of the course fee upon completion (53F-4-505. Payment for an Online Course)

Options for Students with Incomplete Courses - "I" (Incomplete) or "NG" (No Grade):

Students who did not complete the whole course of instruction are ineligible for credit recovery. However, these students have access to the following options:

- **Option 1: Extension or Reinstatement** - The student may request a course extension or course reinstatement with the Online Provider
- **Option 2: Primary School Enrollment** - The school may allow the student to earn credit through their Primary School
- **Option 3: New SOEP Request** - The student may re-request the course. The LEA is likely to reject a new CCA because the LEA has already paid the initial 50% of the course fee and will not receive additional funding for the new request
- **Option 4: Third Party (Private Educational Entity)** - The student may pay to take the course through a third party to earn credit

Online Provider Discretion:

Online Providers retain discretion to approve or deny course extension or reinstatement requests, recognizing that these decisions may affect both financial outcomes and LEA relationships. Technical considerations (e.g., the need to archive or close courses for audit purposes) may determine whether an Online Provider is *able or willing* to reopen a course.

- **Extensions:** If a course is extended before the extension deadline, the status remains at *Confirmed*. If the course is at a closeout status, and a request to extend the course during the 9-week window is approved, the status would return to *Confirmed*
- **Reinstatements:** If a course is reinstated at any point, the status is updated to *Anticipated Late Pass*

Requesting a CCA status update in SEATS for approved course extensions or reinstatements:

Online Providers must use the "Extension" or "Reinstatement" tabs located on their Changes Spreadsheet to request CCA status updates by the USBE.

Important Points:

- **Transcripts:** Online Providers must issue an official transcript with an "**I**" or "**NG**" within 30 days of the course's original end date. An updated official transcript must be issued within 30 days of credit completion
- **Ongoing Standard of Active Participation (SAP):** Students must continue to meet the Online Provider's SAP requirements throughout the course extension or course reinstatement period, or the student will be administratively withdrawn and unable to complete the course
- **Homeschool student:** Students with a homeschool designation are eligible to re-request a course in SEATS at any time, if desired