**Policy on Extension of Program Review Self-Study**

A Program Review Self-Study Team/Lead may request an extension of the deadline for the completion of the Self-Study report by following the process described below.

How to Request an Extension of the Program Review Self-Study:

The Self-Study Team/Lead should first communicate the request to their assigned Validation Team. Alternately, the Validation Team may also recommend an extension to the Self-Study Team/Lead at their discretion, based on information available to them. The Self-Study Team/Lead will then be provided with the Program Review Self-Study Extension Request Form, which should be submitted back to the Validation Team after it is completed. Approval of the extension request will be considered based on factors that are considered to be extenuating circumstances outside of the Self-Study Team/Lead control. Examples of extenuating circumstance may include, but are not limited to:

* Absence of the department manager
* Absence of other key staff of the department
* Unforeseen personal circumstances

Review of the Program Review Self-Study Extension Request Form:

The Validation Team assigned to that program will review the information on the Request Form. If the Validation Team would like to approve the request, they must make a recommendation to the Planning Committee by requesting this item to be added to the next Planning Committee meeting agenda. The Planning Committee members will vote to make a final decision on the request. All completed request forms will be documented along with all other Planning Committee documents.

Program Review Self-Study Teams/Leads should note that approval of an extension of the Self-Study does not exempt the program from the following potential consequences, unless otherwise communicated by the Validation Team:

* Program not considered for budget allocation
* Program not considered for program revitalization
* Suspension or discontinuation of the program