



Late Submission and Extension Policy

June 2025

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

- ☐ An extension will be granted if a participant formally requests it at least one business day before the end of the module and with a valid and verifiable reason. The course facilitator will say whether this is acceptable.
- ☐ Late submissions, resubmissions, and/or additional posts related to the activity will receive half marks if submitted within two days after the module closure; they will not be graded after this period. However, the facilitator should exercise discretion when assessing late submissions and determining whether to grade additional work submitted after the deadline. This assessment should be based on whether the participant is genuinely interested in improving and learning.
- ☐ Participation history will be carefully checked before the facilitator allows a second extension later in the course. Only two extensions will be allowed per course.
- ☐ GLOs will validate a reason for a participant's extension request if necessary.

Extension for 1-week courses:

- ☐ A maximum of two (2) days' extension is allowed.

Extension for 2-week courses:

- ☐ A maximum of two (2) days' extension is allowed for the first and last week of the course.

Extension for 4 to 6-week courses:

- ☐ Extensions of up to four (4) days are accepted if the participant notifies the facilitator BEFORE the end of the module. In this case, the late post receives full grades.
- ☐ A maximum of four (4) days extension is allowed, and a maximum of seven (7) days extension is allowed for emergency cases. However, only a maximum of three (3) days' extension is permitted after the course end date.
- ☐ **EMERGENCY CLAUSE:** In 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.