

## Assignment Extensions/Flexible Deadline Guide

*Students can request an alternate format of this document by contacting Accessibility Services*

Meeting expected deadlines for assignments is an academic requirement for all students. Course standards including academic requirements and respective due dates are determined and communicated to students by the professors. All students are encouraged and expected to meet this academic requirement to avoid penalties as stipulated in the course syllabus or late assignments policy.

However, due to disability related limitations, some students may not be able to adhere to the expected deadlines. Student's with an episodic medical condition where symptoms flare-up may require extra time or flexible deadlines for assignments. This accommodation helps students by alleviating the stress of a deadline or by providing the time to make-up when symptoms flare-up.

### Policy

- Student's with this approved accommodation must request extensions from professor's minimum 7-days in advance of the original due date.
- Professors approve all extensions and determine the appropriate time of an extension.
- Extensions cannot exceed 2-weeks beyond the original due date or after the final day of exams.
- If a student requires additional time beyond the approved accommodation deadline and can be completed before the final day of exams, the **University College Accommodation Extension Form** must be completed and submitted to the Accessibility Specialist. The submission of this form does not guarantee an extension and is subject to approval. The student must have already received an approved accommodated deadline from their course instructor in advance of the submission of this form. The Accommodation Extension Form must be submitted to the Accessibility Specialist on or before the approved accommodated deadline. Late submissions will not be accepted.
- Students requesting extensions after the last day of exams must do so by appealing to the Registrar.
- *For Spring/Summer Courses:* extensions cannot exceed beyond the three-week period after the final scheduled class.
- Extensions are not an appropriate accommodation for extended absences. Learn more from the [Attendance Accommodation Guide](#). Students unable to attend class due to disability-related limitations and therefore, unable to complete academic obligations will need to explore alternative options by contacting their professor(s) and Accessibility Services.

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### Student's Role

- Provide medical documentation to Accessibility Services outlining the episodic nature of the disability or other symptoms that impact one's ability to complete assignments by the deadline
- Upon approval of the accommodation and an active Letter of Accommodation, meet with either your professor, academic advisor or accessibility specialist to discuss a reasonable plan to manage assignment deadlines
- To request an extension, contact your professor in advance of the due date and include a plan to complete your work with an anticipated completion date (within two weeks of the original due date and before the last day of exams). *Refer to the sample*

### Sample Email

**Subject:** Requesting an extension on the Book Review

**Body of the email:**

Dear Professor X (*Insert Last Name*),

I receive accommodations from Accessibility Services. My accommodation plan (*attached a copy of your Letter of Accommodation*) includes an extension on assignments due to my disability.

The symptoms of my disability are currently impacting my ability to submit (*insert the assignment title*) by the assigned due date of (*insert date*).

I am working towards completing this assignment by the (*insert date*), which is within the time frame allowed by my accommodation. Please confirm my replying to this email if the extension can be approved.

Thank you for your consideration,

(*insert name and student #*)

### Faculty's Role

- Communicate learning objectives and due dates to students as early as possible
- Determine if an extension is warranted based on the course objectives and requirements
- Offer the student to meet with you and develop a plan for managing deadlines
- Work with the student and their requests in good faith to provide extensions

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### Guidelines

Questions to consider when approving an extension or determining the length of an extension:

1. What is the objective of the assignment? Will an extension impact student's ability to progress in the course (*conflict with other assignments, class discussions, exam, etc.*)?
2. How early were the deadlines communicated to the student? What does the syllabus say?
3. Is meeting the deadline an essential requirement of the course?
4. What is the type of assignment? (*reasonable extension for weekly assignments is **1-2 days**; midterm assignment is up to **5-days**, and term papers is **1-2 weeks***)