

Centre for Academic Excellence

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THIS FORM MUST BE SUBMITTED TO THE ACCESSIBILITY SPECIALIST ON OR BEFORE THE APPROVED ACCOMMODATED DEADLINE. LATE SUBMISSIONS WILL NOT BE ACCEPTED.

*Students are required to use this form when additional time is needed beyond the approved accommodated deadline. You must have already received an approved accommodated deadline from your course instructor **in advance** of the submission of this form.*

- ***A maximum of two additional weeks may be given (subject to approval)***
- ***Students are responsible for making their instructor aware of this request***

Full legal name: _____ Student ID: _____

Email: _____ Daytime Phone: _____

Course Code	Course Title	Instructor
Outstanding Assignment(s):	Accommodated Due Date(s):	Proposed Due Date(s):
Description of circumstances that necessitate extension:		
Student's Signature	Date	

OFFICE USE ONLY:

Recommended by <i>Accessibility Specialist</i>	Date	ASC Notified: <input type="checkbox"/>
		Date:
Approved by <i>Manager, Centre for Academic Excellence</i>	Date	Comments: