

Extension on Assignments Accommodation

“**Extension on Assignments**” is an academic accommodation for students with disabilities that helps to compensate for time they may lose due to disability-related symptoms while completing coursework. Providing extra time for assignments ensures that students with disabilities are not unfairly penalized.

Student Accessibility Services will only advocate for extensions that are directly related to a student’s disability and supported by medical documentation. Students may have one or a variety of intersecting impairments that would warrant this accommodation such as slow processing speed, learning disabilities associated with reading, mental health or chronic illnesses, attention impairments, limited stamina or physical impairments. Assignment extensions should be taken in good faith and no supplemental medical documentation should be requested from faculty as the student has already provided this to Student Accessibility Services.

This accommodation can only be used in circumstances related to a disability and **not** due to illness, technological problems, or errors in deadlines. If a student or faculty are unsure if the extension request is related to a disability, please reach out to an Accessibility Consultant for clarification.

Assignment Extension Process:

1. If the student identifies the need for an extension, they will meet with and/or email the professor as soon as possible to request this accommodation for **each** disability related extension.
 - a. This request must be made in **advance of the due date** except in extenuating circumstances (e.g. hospitalization).
 - b. The Accessibility Consultant must be copied on the email request to faculty.
 - c. Emails should include a plan to complete the work and the anticipated submission date.
 - d. Although students are not required to inform faculty of the specific nature of their disability, they should refer to their Letter of Accommodation when requesting an extension.

In extenuating circumstance, the request for an extension may come from the Accessibility Consultant on behalf of the student.

2. **Student and professor will work together to establish an appropriate revised due date.**

There is no set formula for determining appropriate extension lengths. However, Student Accessibility Services recommends a 5 to 7-day extension for assignments to support students' needs effectively while ensuring that it does not interfere with course instruction. The amount of time granted for each extension needs to consider the expectations of the assignments and the course. When determining a revised due date, the following should be taken into consideration:

- a. The amount of time required to complete the work (taking into consideration time lost due to disability impairments).
- b. Ensuring the student can stay on task with the rest of the course content and timelines.
- c. Nature of assignment (group work etc.) and course expectations/essential requirements

3. Students are expected to complete the assignment by the revised due date. If this is not possible, they are expected to discuss this with their professor. Additional extensions are at the discretion of the faculty. Should a student or professor have concerns relating to additional extensions, they are encouraged to reach out to the student's Accessibility Consultant for support/guidance.
4. Extension requests should be responded to reasonably and in a timely manner. If a professor denies an extension, it must be appropriately linked to the essential requirements of the course and nature of the course.

What this accommodation does **not** mean:

- open ended deadlines or automatic approval of extensions,
- deferral of quizzes/tests/midterms/exams
- elimination of all in-course deadlines or permission to submit interval-scheduled work at the end of the course,
- permission to submit assignments at the student's convenience,
- automatic re-weighting of grades to compensate for assignments not submitted,
- compensation for extended absences.

Example Email Template

The following email template should be used when requesting an extension on an assignment:

To: PROFESSOR NAME
CC: ACCESSIBILITY CONSULTANT
Subject: Assignment Extension Request

Hello Professor NAME,

My name is NAME (STUDENT NUMBER), and I'm in your COURSE NAME AND COURSE CODE course. I am a student receiving accommodations through Student Accessibility Services. One of the accommodations on my Letter of Accommodations is Extensions on Assignments.

I am requesting an extension on INSERT ASSIGNMENT NAME which is due INSERT ORIGINAL DUE DATE. With your support, my plan is to complete and submit the assignment by INSERT PROPOSED NEW DATE AND TIME. Please let me know if you feel this is appropriate or if you would like to discuss it further. I have copied by Accessibility Consultant on this email to keep them informed.

Thank you,
Your Name