

## Student Guide – Extensions for Assignments

### **The following document will explain the Extensions for Assignments policy for Students**

The assignment extension accommodation is used to accommodate the episodic nature of a student's disability. Students with disabilities where symptoms are not consistent, may temporarily become unable to complete assignments by the assigned due dates, as the exacerbation of symptoms can occur unexpectedly.

Due to the episodic nature of symptoms, a reduced course load or support with time management may not eliminate the need for extensions. As such:

- The assignment extension accommodation is included in the Accommodation Form
- Student provided with this accommodation should not be penalized for requested extensions

The assignment extension accommodation is not meant to be used for extended absences or with every assignment in a course. Students who have been absent for an extended period, and therefore will be unable to meet course objectives, will require support to explore alternative options. In these situations, students should connect with their faculty and Accessibility Services.

### **Additional Support**

Students and faculty can contact Accessibility Services to discuss this accommodation.

### **Extension Accommodation Procedure**

1. The student provides Accessibility Services with documentation from a regulated health care professional supporting the need for assignment extensions
2. Accessibility Services develops the Accommodation Form to include the assignment extension accommodation and reviews this procedure with the student
3. In the event of an exacerbation of symptoms, student will request an assignment extension from his/her professor

**Email example:**

Hello (**insert professors name**),

My name is (insert name and student number). I am in your (insert course name).

I am a student receiving accommodations from Accessibility Services. My Accommodations include extensions on assignments.

I am currently experiencing an exacerbation of symptoms related to my disability. These symptoms are interfering with my ability to submit (**insert assignment title and due date**) by the due date.

My plan is to complete and submit this assignment by (**insert date and time**). If you would like to discuss this further, please let me know.

Thank-you,

(**Insert name and student number**)

Requests should be made by email in advance of the due date. The email should include a plan to complete the work and the anticipated submission date (within the week extension). While students are not required to inform faculty of the specific nature of their disability, they should advise their faculty that they are experiencing exacerbation of symptoms, when making their request

Faculty will consider the request for assignment extension in good faith and agree upon a revised due date with the student.

**Appropriate Use**

Given the diversity of assignments it is difficult to quantify the extensions that may be requested. Typically, an extension of one week for an assignment is a reasonable level of accommodation. If further and/or multiple extensions are required, the student and/or faculty should contact Accessibility Services.

It is expected that student will use this accommodation **only** when unable to complete assignments due to an exacerbation of symptoms.

Requests for extensions should be made **in advance** of the assignment due date. In extraordinary circumstances (e.g. hospitalization), when the student is unable to request an extension in advance, the request should be dealt with on a case-by-case basis.

## **Strategies for Students**

Students are encouraged to consult with their regulated health care professional to develop strategies for managing episodic nature of their disability.

Students with the assignment extension accommodation may wish to apply the following academic strategies.

- Review course outlines and CSIs. Once due dates and assignment details are given, students should develop a plan to complete each assignment well in advance of the due date by working with a Learning Strategist on their Campus.
- Seek clarification on assignment details as early as possible
- Well before the due date, break assignments in smaller sections and work on them often. (In the event an assignment extension is needed a portion of the assignment will already be completed)
- Submit completed assignments early, where possible
- As soon as the student is aware an assignment is going to be late, the student can offer to submit what has been completed so far. (This will demonstrate progress and the assignment extension may only be for the portions of the assignment that have not yet been completed.)

If an assignment extension is still required, students should develop a plan to complete the assignment and include this plan when making a formal request to their professor.

### **Group Assignments/Projects and the Extensions on Assignments Accommodation:**

- Students with the Extensions on Assignments accommodation should discuss the potential need for any extension proactively with the course professor/instructor to determine how requesting an extension, if required, may impact a group assignment or project
- When a student requests an extension on a group assignment or project, professors can request that students submit the work they have completed up to the date of the extension request. This is to ensure that students remain on track with group assignments or projects and receive the feedback they may need to continue to complete the assignment
- Certain group assignments and projects may be arranged in a way that requires all group members to be present to perform a time-sensitive learning task that is difficult to replicate (e.g., studio and media courses, group performances). Thus, there may not be an opportunity for one group member to request an extension. When extensions for an entire group are not possible, professors/ instructors should consult with the student and the student's Accessibility Advisor to determine what options, if any, may be available.