

# EXTENSIONS ON ASSIGNMENTS ACCOMMODATION

## Accommodation on the LOA

“Student may require flexibility around established due dates for some assignments. Student will email professor to negotiate an alternative deadline, and will do so in advance when possible.”

## When to request an extension?

An extension may be requested when your disability impacts your ability to complete assignments by the due dates.

## Steps to request an extension:

- Email your professor (please see sample email below)
- Extension requests should be made in advance of the assignment due date, when possible
- You are not required to disclose the nature of your disability as it is considered confidential
- Your extension request should include the date you intend to submit your work
- Please submit your assignment by the agreed-upon deadline

## Additional information:

- This accommodation is not meant to be used with every assignment in a course or for extended absences
- Priority should be given to group assignments since extensions may not be possible for group work
- If you require extensions on multiple assignments, please contact your Disabilities Counsellor
- If you were absent for an extended period, please contact your professor and Disabilities Counsellor

## Sample email:

Professor \_\_\_\_\_,

My name is (**insert name and student number**), and I am enrolled in your course (**course name, code, and section**). Earlier this term, I sent you my Letter of Accommodation (LOA) prepared by the Centre for Accessible Learning, indicating my eligibility for occasional assignment extensions. As per my LOA, I am unfortunately unable to submit (**assignment name**) by (**date**).

I'm writing to ask you for an extension on this assignment. I would like to submit the assignment by **(new due date)**.

Thank you in advance for your consideration,

Name

Student Number