

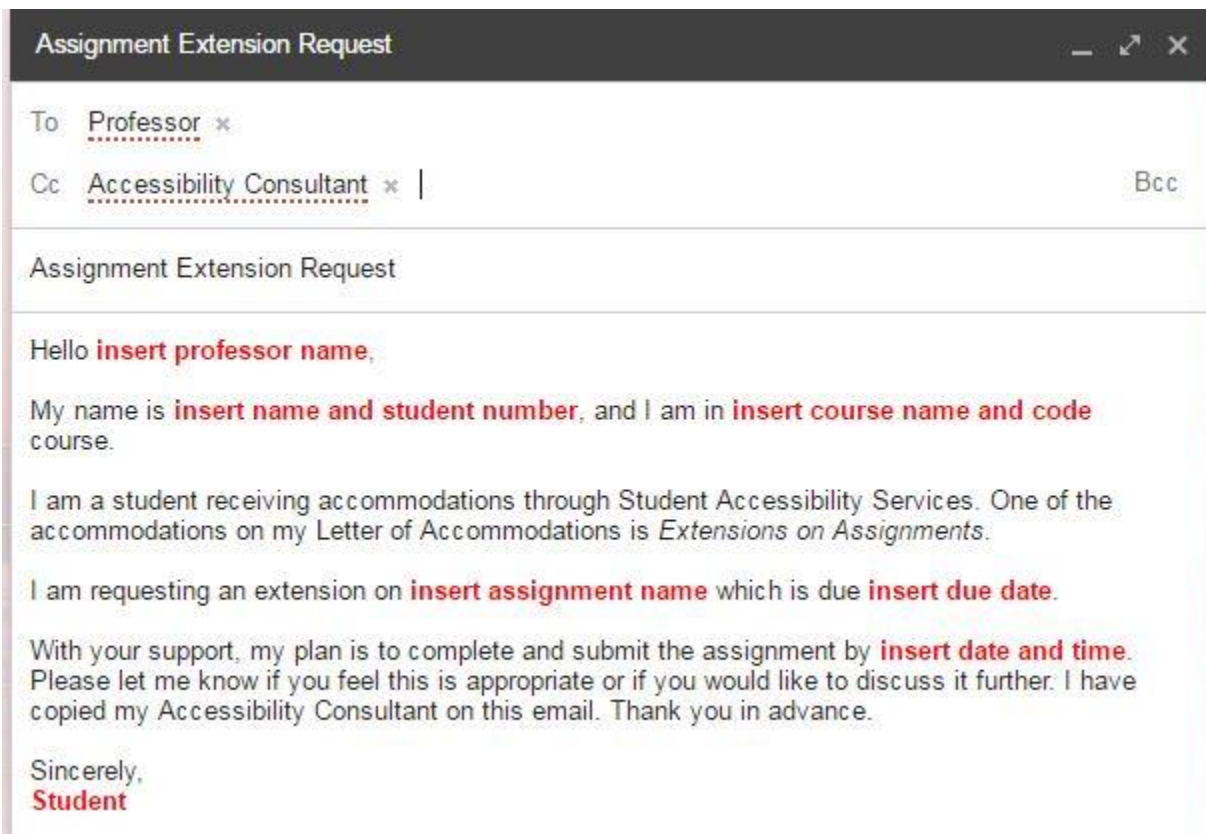


Extension Accommodation Procedure

1. **Find out and make note of assignment due dates early on in the term.**
 - a. Check course syllabi or *Blackboard* shell for dates, double-check with a classmate, or confirm with your professor.

2. **If you identify the need for an extension and it is one of your academic accommodations, meet with and/or email your professor as soon as possible to request this accommodation.** Emails should include a plan to complete the work and the anticipated submission date. You must copy your Accessibility Consultant on email requests to faculty, and your Accessibility Consultant may follow up with you to request more information and/or a meeting.

While students are not required to inform faculty of the specific nature of their disability, they may wish to refer to their Letter of Accommodation when requesting an extension. If you require support for your extension request, contact your Accessibility Consultant.



Important: Requests for extensions must be made in advance of due dates, except in extraordinary circumstances (e.g. hospitalization).

3. **Work with your professor to establish an appropriate revised due date.**
 - a. There is no set formula for determining appropriate extension lengths. The amount of time granted for each extension needs to take into account the expectations of the assignments and the course. When determining a revised due date, ensure to take into consideration the amount of time required to complete the work, while remaining on track with the course content and without falling behind in other course work.
4. **Complete and submit your assignment by the new deadline.** If you are unable to complete all your assignments by the end of the term, make an appointment to meet with your Accessibility Consultant to complete an **Incomplete Grade Request Form**.

If the assignment extension request is due to extended absences, you are encouraged to contact your Accessibility Consultant to discuss your workload and options.

What extensions on assignments as an accommodation does not mean:

- open ended deadlines or automatic approval of extensions
- elimination of all in-course deadlines or permission to submit interval-scheduled work all at the same time 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

Strategies for Students

- ✓ **Plan ahead.** Review course syllabus to determine due dates for assignments and develop a plan to complete each assignment well in advance of the due date. Your Accessibility Consultant can assist you with this, if desired.
- ✓ **Seek clarification on assignment details as early as possible.**
- ✓ **Well before the due date, break assignments into smaller sections and work on them often.** In the event an extension is needed, a portion of the assignment will already be completed.
- ✓ **Submit completed assignments early, where possible.**
- ✓ **Contact *Student Learning and Transitions* for academic support.** A Student Learning Coordinator can provide free one-on-one assistance with academic skills such as organization, time management, essay writing, research skills, and learning strategies, and more: <http://www.nipissingu.ca/slt>