Up to 7-Day Extension on Assignments

When requesting an extension on assignments, it is important to be truthful, communicate clearly, and acknowledge the support. It is best to make a request for an extension as early as possible. Here are some important things to know when using this accommodation.

- Assignment extensions should be used sparingly and only when facing a disability-related barrier. Over-use of this accommodation may lead to a higher than achievable workload at the end of term.
- Extensions need to be requested **prior to the assignment due date**. "Prior to the assignment due date" means anytime before the -class work, weekly ongoing assignments, etc.
    - Students facing barriers to these types of assessments are encouraged to work with their

SUBJECT: COURSE CODE – Extension Request – ASSIGNMENT NAME

Hello Prof-[illegible]

_____.

Please consider my request for a revised deadline, as specified below.

Assignment Name: INSERT ASSIGNMENT NAME HERE

Assignment Due Date: INSERT ASSIGNMENT DUE DATE HERE

Extension Request: INSERT NEW DUE DATE HERE

Please let me know if this extension is possible and how you would like me to proceed. Thank you for your help.

Kind regards,

INSERT NAME HERE

INSERT STUDENT NUMBER HERE