**Up to 7-Day Extension on Assignments (as required and where possible) Email Template**

* Extensions must be requested **prior to the assignment due date**.
* There may be assessments for which a **full** 7-calendar day extension is not possible (although a shorter time frame may be possible). Some examples are group assignments, in-class presentations, assignments scaffolding into other assignments/in-class work, weekly ongoing assignments, etc.
  + Students facing barriers to these types of assessments must work with their instructor prior to the due date to discuss an appropriate alternative (*see website for more information)*
* 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 work load at the end of term.

Please include all information below in your email to instructors:

***Below is a form letter that has been created by Queen’s Student Accessibility Services (QSAS) for student use in requesting assignment extensions.***

*Hello Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,*

*I am writing to let you know that I must use my accommodation for* ***Up to 7-Day Extension on Assignments*** *for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ assignment in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_class. The due date of this assignment is \_\_\_\_\_\_\_\_\_\_\_\_\_\_, however, due to disability related reasons, I require a \_\_\_\_\_\_\_ day extension and will submit this assignment on or before \_\_\_\_\_\_\_\_\_\_\_\_\_ (up to 7-calendar-days after the due date).*

*Sincerely,*