

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 scheduled submission date/time.
- There may be assessments for which a **full 7-calendar day** extension is not possible although a shorter time frame or another alternative may be possible. Some examples might include 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 are encouraged to work with their instructor prior to the due date to discuss a reasonable timeline for submission and/or an appropriate alternative (*see website for more information*).
- It should be noted that instructors may ask that extension requests are communicated in a different way. Please follow the expected procedure for individual courses.

Below is a template created by Queen’s Student Accessibility Services (QSAS) to assist students in requesting assignment extensions.

SUBJECT: **COURSE CODE** – Extension Request – **ASSIGNMENT NAME**

Hello Professor _____,

I am writing to request an extension on an assignment in your **COURSE CODE** course. I am registered with QSAS and have a classroom accommodation for “Up to 7-Day Extension on Assignments” as indicated on [Ventus](#).

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