

ALS: Flexibility in Assignment Deadlines

Version 4

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ACCESSIBLE LEARNING SERVICES

Flexibility in Assignment Deadlines

Flexibility in Assignment Deadlines, often referred to as extensions, allows students with disabilities to negotiate revised due dates with faculty when disability-related symptoms affect timely assignment completion.

How it is Identified on the Accommodation Letter:

- Flexibility in assignment deadlines: revised due date to be agreed to in writing with faculty in advance

Student's Responsibilities:

- **Request the Accommodation:** The student must connect with ALS and provide supporting documentation from a healthcare provider regarding the student's functional impacts related to completion of coursework.
- **Distribute the Accommodation Letter:** The student is responsible for sending their accommodation letter to their professors each semester via the [ALS Student Portal](#).
- **Request an Extension:** Each time the student needs an extension, follow the steps below.

Requesting the Extension:

1. **Email the Professor:** The student is responsible for emailing their professor in advance of the due date to request each extension. Below is an example of an extension request email:

Hello Professor [insert professors name],

I am writing to request an extension on [add name of assignment] assignment. As you may recall, I receive extensions as part of my accommodation plan. Can I please have an additional [add number of days] days to complete [add name of assignment] assignment? I have copied my Accessibility Counsellor on this message in case you have any questions regarding my accommodations.

Thank you,

Student name

Seneca Student number

Course Code and Section Code.

2. **Determine Revised Due Date:** The student and professor determine a reasonable due date based on student's request and assignment/course requirements. This date is agreed to in writing via email.
3. **Submit Assignment by Revised Due Date:** The student is expected to submit the assignment on the agreed upon due date.

Consult with ALS: If the student has any questions or concerns, they are encouraged to contact their assigned Accessibility Counsellor.

