

## Disability-Related Assignment Extension Request Form

Note: If you require an extension for reasons NOT related to your disability, do not use this form. Please contact your Instructor or refer to your course syllabus for more details on missed/late assignments.

- Please continue to work on your assignment while the extension request is being processed. Note that processing times can range from 2-4 business days.
- Extensions on this specific assignment are not guaranteed, e.g. if solutions are posted soon after the original deadline, then an extension on this assignment cannot be approved. Your Disability Consultant will work with your Instructor to arrange an alternative accommodation.
- Your Disability Consultant may require you to provide additional information/ documentation.
- Submit this form to your Disability Consultant by email or by dropping it off at AccessAbility Services (AA140). Please note, you must use your mail.utoronto.ca email address if you are sending this form to your Disability Consultant via email.
- Your Disability Consultant will contact you to communicate the outcome of the request.
- If you complete the assignment before your extension request is processed, we recommend that you submit the assignment to your Instructor/TA.
- If you happen to complete the work by the original deadline and the extension is no longer required, please notify your Disability Consultant as soon as possible.

Student Name:	
Student Number:	
Student University Email Address	
Disability Consultant:	

If you **do not** have extensions on assignments as an accommodation, briefly describe what disability-related issues or factors are making it difficult for you to meet this deadline at this time:

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### Assignment Details

Course Code:	Section:
Instructor's Name:	Instructor's Email:
Original Due Date of Assignment:	

### Type of Assignment

Lab report

Essay

Research Paper

Presentation

Other:

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### Assignment Details

How much is the assignment worth (e.g., 20%)?

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What is the length of the assignment (e.g., 3 pages, 20 page research paper, etc.)?

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Is this a scaffolded assignment (e.g. phase 1 of 3 phases)?  Yes  No

### Progress on assignment

I have not started

Research phase

Working on draft

Draft completed, need time to revise/edit/review

Other: \_\_\_\_\_

Have you contacted the Instructor/TA in regards to this assignment?  YES  NO

If YES, what was the outcome of the contact? (e.g. is the Instructor seeking confirmation from AccessAbility Services?)

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**Typically, extensions are up to one week from the original deadline. If there are circumstances, which require you to have more time to complete the assignment, please provide the related information here:**

Anticipated submission date \_\_\_\_\_ (Note: it is important to be realistic and consider your other work (deadlines, test/exams). If you need assistance with a plan for completion and submission, please contact your Disability Consultant (email or attend drop-in).

I give permission for AccessAbility Services to contact my Academic Department (Instructor and/or TA/Course Coordinator regarding this extension request).

Student Signature:

Date

**Office Use Only**

Outcome of accommodation request: