



UCW Extension Request Due to Disability Related Medical Reasons

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 2-5 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. The Accessibility Service team will work with your instructor to arrange an alternate accommodation.
- The Accessibility Service team may require you to provide additional information/ documentation.
- Submit this form to the Accessibility Service team by email to accessibility@ucanwest.ca. Please note, you must use your portal email address (www.myucwest.ca) if you are sending to the Accessibility Services via email.
- The Accessibility Service team 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.
- If you happen to complete the work by the original deadline and the extension is no longer required, please notify the Accessibility Service team (by email to accessibility@ucanwest.ca) as soon as possible.

Student Name:	
Student Number:	
Student University Email Address:	
Canadian Medical Professional (Full name):	
Medical Professional Registration Number:	
Medical Professional Contact Number:	

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:

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: _____

Assignment Details

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

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

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 in regards to this assignment? Yes No

If yes, what was the outcome of the contact? (e.g., is the instructor seeking confirmation from Accessibility Services?)

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, tests/exams). If you need assistance with a plan for completion and submission, please contact the Accessibility team email.

I give permission for Accessibility Services to contact my Academic Department (Instructor and/or Chair, Course Coordinator, and related UCW employees regarding this extension request).

Student Signature:

Date:

Accessibility Office Use Only
Outcome of accommodation request: