

GRADUATE EXTENSIONS AND LATE PENALTIES POLICY

Requests for Paper or Assignment Extensions

Students who are unable to submit their written work by the deadline date must request an extension in advance of the deadline. Extensions requested after the deadline will only be considered in exceptional cases where the student was prevented from seeking an extension in advance due to circumstances beyond his or her control.

1. Examples of reasons for which paper or assignment extensions will normally be granted:
 - Illness or injury having a considerable impact on academic performance, with supporting documentation.
 - Death or serious illness of a person in the immediate family or a person with whom the student has a similarly close relationship, which requires the student to attend a funeral or similar event. Supporting documentation in the form of a medical note, an obituary, funeral program or death certificate is required.
 - Accident, victim of crime, sudden loss of housing, or similar traumatic experience that interferes with exam preparation. A police report, or similar documentation, is required.
 - Delivery of a child (both parents).
 - Due date falls on or after a religious holiday in circumstances in which limited notice of the deadline was given and a student's ability to meet the deadline is thereby unreasonably compromised.
 - Such other extraordinary circumstances as deemed appropriate by the SAC.

2. Examples of reasons for which paper/assignment extensions will **not** normally be granted:
 - Employment reasons.
 - Travel/vacation/social plans, including weddings.
 - Airline flights and schedules.
 - Other assignments due on or around the same due date.
 - Common printer or computer problems, including computer crashes, coffee spilled on laptops, lost files, etc. (Among other things, students are expected to continuously back up their work.)
 - Common commuting issues including parking, traffic and transit problems.
 - Due date falls on or after a religious holiday where reasonable notice of the deadline was given and the student's ability to meet the deadline is not unreasonably compromised.

3. Procedure:

Requests should be submitted to the Assistant Dean, Graduate Program. Requests for modest extensions of time are normally granted in cases of **serious illness or other extraordinary personal circumstances**. Supporting documentation will be required. For example, in the case of illness, it is recommended that students have the appropriate (i.e.

treating) medical practitioner complete the [University of Toronto Verification of Student Illness or Injury Form](#).

If a student receives a paper or assignment extensions and is unable to meet the deadline, a new extension request must be made and updated medical or other relevant documentation provided.

Please keep in mind that there is advance notification of paper and assignment due dates. Therefore, students are expected to organize their schedule considering the possibility that they may become ill or other extraordinary circumstances may arise. Extensions will be granted with this in mind. Accordingly, extensions will usually be short, that is, a matter of days rather than weeks.

Accommodations

If you feel you require more significant extensions (i.e. greater than a week), please arrange a meeting with Assistant Dean of the Graduate Program to discuss referral to Accessibility Services to determine appropriate accommodations.

Please note that the extent and duration of any such accommodation granted is not at the sole discretion of the Graduate Unit, and will only be determined after referral to and in consultation with Accessibility Services.

Late Penalties

If a student has not obtained an extension prior to the deadline and hands in an assignment late, grade penalties will normally apply as follows:

1. For late papers and other written assignments, a deduction of one grade level every four days, beginning immediately after the deadline (e.g. a paper handed in one, two, three or four days late will be deducted by one grade level and so on);
2. For late take-home exams, a deduction of one grade level every two days, beginning immediately after the deadline (e.g. a take-home exam handed in one or two days late will be deducted by one grade level and so on).

The clock starts at the time of day identified with the due date. If no time is given, 4:00 p.m. is the default time. Generally, penalties are imposed where the deadlines are missed without explanation, due to poor planning, or where personal choices are made by the student (e.g. holiday plans, extra-curricular commitments, etc.). As a general rule, the Faculty expects academic responsibilities to take precedence over other activities.

For purposes of clarification, a one grade level deduction means a deduction from an A+ to an A, an A to an A-, an A- to a B+, a B+ to a B, and a B to a B-.