# Procedure

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| **Title** | **Accessibility: Major Project Medical Extension** |
| **Parent Policy** | Accessibility for Students with a Disability |

| **Policy No** | 1049 | **Oversight & Responsibility** | VP Academic |
|---|---|---|---|
| **Approval** | Board | **Effective Date** | 2017 Oct 01 |

> This procedure is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment, and the parent policy.
>
> **NOTE**: The most up-to-date versions of our approved procedures are posted on the policy & procedure website. If you printed this procedure, check the website to be sure you have the current version.

## Step 1 – Submit Major Project Medical Extension Request to Accessibility Services

A student requesting a medical extension for the research component of a program must complete the Major Project Medical Extension Request Form and submit it to an Access Advisor with appropriate medical documentation.

The student will be responsible for paying any outstanding fees to Student Accounts at the time of the extension request.

## Step 2 – An Access Advisor Will Verify Request

An Access Advisor will verify the documentation and contact the program office to inquire whether there is any relevant information to share regarding the request.

## Step 3 – An Access Advisor Will Submit Accessibility Services Admin Form

Accessibility Services sends an Accessibility Services Admin form (copied to the student) to the Registrar's Office Student Accounts, Program Associate, School Manager, Program Head, School Director, and the Dean's Office, and the Exam Coordinator when applicable.

## Related Documents and Information

Related RRU policies
- Accessibility for Students with a Disability

Related documents and information
- Major Project Medical Extension form

## Review and Revision History

| Date | Action |
|---|---|
| 2014-Feb-03 | Approved |
| 2017-Oct-01 | Revised; current published version |
| 2021-Oct-26 | Transfer to new template – no content change |
| **Next Review** | |
| 2020-Oct-01 | For review |