



EXTENSIONS, MISSED CLASSES AND DISRUPTION TO STUDIES (DTS) PROCESS FLOWCHART



HAVE YOU BEEN IMPACTED BY EVENTS OUTSIDE OF YOUR CONTROL?

If you encounter unforeseen challenges that require additional time for assignments/assessment tasks, missed mandatory classes, or need consideration due to disruptions in your studies.

IMPACT 1-3 DAYS

You have been impacted for 1 to 3 days



APPLY FOR EXTENSION/ MISSED CLASSES

You need extra time for an assignment or missed a compulsory class.



DUE ON

Within 2 working days of the due date or missed activity



SUPPORTING DOCUMENTATION

*Not required at the time of request
(may be requested later)*



DECISION → AUTO EXTENSION/SUBJECT COORDINATOR APPROVAL

Requests approved if meet extension guidelines



IMPACT MORE THAN 3 DAYS

you have been impacted for more than 3 days

APPLY FOR DTS

Serious and unexpected situations impacted your ability to study or complete assessments.

DUE ON

Within 5 working days of the disruption's onset

SUPPORTING DOCUMENTATION

Must upload electronic copies of all supporting documents to the request

DECISION → SUBJECT COORDINATOR APPROVAL

Request approved if meet DTS Policy guidelines

OUTCOME EMAIL

Check your student email account for an outcome email

