

Royal Roads University Procedure

Effective Date:

February 3, 2014

Revision Date:

October 1, 2017

Replaces Extension to Thesis, OMP or Major Project for Medical Reasons Procedure

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](#) [1] 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 the 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.

Source URL (modified on 2017-11-27 11:58):

<https://policies.royalroads.ca/procedures/accessibility-major-project-medical-extension>

Links

[1] https://policies.royalroads.ca/sites/default/files/major_project_medical_extension.pdf

