Assessment Report Deadline Extension Guide

Overview of Deadline Extension Eligibility and Approval Parameters

The Institutional Effectiveness (IE) team, within the Office of Academic Planning and Accountability, administers the assessment report deadline extension process to support timely, high-quality assessment reporting while maintaining institutional accountability and compliance expectations.

Extension eligibility and approval routing are based on the number of extensions requested and the length of time requested beyond the current deadline:

- **Institutional Effectiveness Approval:**
  Required for requests that are **two weeks or less** *and* represent the **first or second extension request** during the current reporting cycle.

- **Dean or Division Leadership Approval (in addition to IE review):**
  Required for requests that are:

  - **More than two weeks**, or

  - The **third (or subsequent) extension request** during the current reporting cycle.

Approval authority is determined by unit type:

  - **Academic Units:** Dean approval required

  - **Administrative and Student Support Units:** Division Lead or Vice President approval required

Submission of an extension request does not guarantee approval.

For questions about deadline extensions or the assessment reporting process, contact **assess@fiu.edu**.

Step 1: Submit the Correct Form

Academic Units (Academic Programs and Academic Support Units)

Submit the Academic Extension Request Form:
https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=2df1ae36-8252-45d1-8e24-dd56bf56cf6d&env=na3&acct=a21103ad-fbc4-4465-b27e-448e946576f9&v=2

Administrative and Student Support Units

Submit the Administrative Extension Request Form:
https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=07eb0f07-3210-408a-871d-7ee5bb5d97e1&env=na3&acct=a21103ad-fbc4-4465-b27e-448e946576f9&v=2

Step 2: Determine Extension Tier

Standard Extension (First or second request **and** two weeks or less)
You must provide:

- Original or revision due date

- New requested deadline

- Written justification

Standard extensions apply to:

- Initial submission deadlines

- Post-IE review revision deadlines

Elevated Extension (Third or more requests **or** more than two weeks requested)
Additional leadership approval is required before Institutional Effectiveness final review.

Step 3: Provide Justification

All requests must include a clear explanation of circumstances affecting timely submission (for example: staffing transitions, data availability delays, system or technical issues, or other extenuating operational factors).

Step 4: Institutional Effectiveness Final Review

All extension requests require final review and approval by the Office of Institutional Effectiveness before confirmation is issued.

Important Notes

- Submit extension requests **before the published reporting deadline**.

- Submission of a request does **not guarantee approval**.

- Multiple extension requests may require additional documentation and leadership review.