
Extended Time on Assignments Policy

Effective September 2023

Extended time on individual assignments may be a reasonable accommodation when a student has a disability with random or cyclical acute episodes. This accommodation allows for flexibility in assignment deadlines and make up work.

In general, assignments with more than one week to complete can be done successfully with proper planning and management and only warrant an accommodation when an unexpected disability-related health flare-up occurs that prevents the student from completing the assignment.

Faculty Responsibilities When Facilitating Assignment Extensions

Once instructors have been notified of eligibility for accommodations, instructors should determine the extent to which they can reasonably grant assignment extensions without fundamentally altering the learning objectives. OSDDS is available for consultation if you have questions regarding how the accommodation interacts with essential elements of the class and determining if or what adjustments are reasonable.

If you believe the accommodation is not reasonable considering your class objectives or pedagogical methods, contact the student's Learning Specialist immediately, as instructors should never unilaterally deny an accommodation. Instructors are expected to clearly articulate why flexibility is not reasonable.

The instructor should engage in dialogue with the student or the Learning Specialist regarding assignment extension expectations: delineate the preferred communication process for when the student needs to notify you of a disability-related extension, typical grace period for an extension, and any critical assignments that cannot be extended.

It is highly recommended that any limitations to reasonability for assignment extensions is summarized in writing through email. The email summary helps ensure everyone is operating

from the same point of view and that any confusion of the agreement can be clarified. Students and instructors are welcome to include the student's assigned Learning Specialist on these email exchanges for documentation purposes.

When a student needs to utilize this accommodation, they are responsible for notifying their instructor as soon as possible. Instructor must reply to the student's request for an extension to negotiate if a deadline extension is workable for that assignment.

Instructor will request consultation with OSDDS if they believe that extending the deadlines for assignments would fundamentally alter an essential element of their class or if they have questions about what a reasonable amount of time extensions is within the context of their class.

If extensions are pedagogically possible, the instructor will work with the student in good faith to determine a reasonable amount of time and set a new deadline for each eligible assignment.

Instructor will verify the specific plan for the new assignment due date in writing (by email) with the student.

OSDDS is always available to mediate any concerns about Assignment Extensions, including concerns about academic integrity and logistics of this accommodation. OSDDS remains a neutral party in evaluating what is reasonable as an accommodation and is here to support you.

Student Responsibilities When Eligible for Assignment Extensions

Students approved for Assignment Extensions must distribute their accommodation letters to instructors at the beginning of the semester, or as soon as they are made eligible for the accommodation.

Students must collaborate to determine the reasonability of Assignment Extensions within the context of each class by either:

Initiating contact with your instructor to discuss the boundaries of the accommodation and developing protocols for how it will be used **OR**

Requesting guidance from the OSDDS Learning Specialist. The Learning Specialist will contact the instructor to determine the boundaries of the accommodation and any necessary protocols.

Student should clearly understand if or how assignment extensions will be granted considering the class learning objectives and structure. This entails knowing the finite number of extensions that can be allowed, how to communicate with the professor when they need to request an extension, and any critical assignments that cannot receive an extension.

When a student needs to utilize this accommodation for an upcoming assignment, they are responsible for reaching out to the instructor through email as early as reasonably possible to request the extension and clarify a new due date.

At no time are students required to present documentation to instructors to justify a disability-related need for an extension.

Students should not plan on the extension being automatically provided and should always use this accommodation, if available, with care.

If a student receives a paper or assignment extension and is unable to meet the deadline, a new extension request must be made.

OSDDS is always available to mediate any concerns about navigating Assignment Extensions in a specific class.

Student Agreement:

- Accommodations are not meant to be retroactive. Missed assignments that occur prior to the instructor receiving the accommodation letter are not covered. Those missed assignments should be handled in accordance with the course assignment policy.

Students Initials Here _____

- Adjusted deadline date must be established with the instructor. Assignments cannot be submitted whenever desired.

Students Initials Here _____

- Each outstanding assignment should be discussed individually as reasonable lateness may differ by assignment.

Students Initials Here _____