

Extended Time on Individual Assignments

Students are expected to complete all class work and are meet all deadlines for outside assignments – homework, projects, etc. - and tests.

Faculty have the right to establish their own late work policies.

Extended Time for In-class Assignments: This accommodation applies to work that students are required to do in class within a set time limit, particularly if the work is being evaluated. The Memorandum of Accommodations indicates how much additional time is considered appropriate (i.e., time and a half, double time).

Extended time on Outside Assignments: This 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 episode occurs that prevents the student from following through.

This accommodation may be recommended when:

- An assignment was not listed on the syllabus initially and is given to students with one week or less to complete.
- An unexpected medical or physical episode interferes with the student's ability to complete the work in the expected timeframe.

When extended time on assignments is listed on the accommodation letter, instructors are asked to consider whether or not such an accommodation would be reasonable for the class and the assignment(s) in question. The accommodation does not have to be implemented if it becomes a fundamental alteration to the course. **Faculty are required to consult with Disability Support Services (DSS) before making such a decision.**

When is Extra Time to Complete Assignments/Projects Not Reasonable?

There are some situations in which the due dates of assignments and/or projects cannot be adjusted for an individual student without resulting in fundamental changes to the course. In such cases, meeting established deadlines would be an essential requirement for the course, and Withdrawal or Incomplete grade may be appropriate options.

Considerations when determining reasonable extensions of assignment deadlines:

- What is the purpose of the assignment? Is it necessary to have it completed before an exam? Before a discussion?

- Is the material being learned in the class sequentially? Does each week's material build on the material learned in the previous week(s)?
- Are there other lab or class sections the student could attend to catch up on missed material?
- Does the assignment involve team work? Would failure to complete the assignment on time compromise the educational experience of other students in the class?
- What general policies exist for making up missed exams, pop quizzes? Turning in late work?
- Could missed assignments be turned in via discussion board/e-mail?

Student Responsibilities

Students are required to present the accommodation letter and initiate a conversation with the instructor **before** an assignment is due. Students should contact the Disability Support Services counselor if they have concerns with the instructor's decision.

- 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.
- Adjusted deadline date must be established with the instructor. Assignments cannot be submitted whenever desired.
- Each outstanding assignment should be discussed individually as reasonable lateness may differ by assignment.

Instructor Responsibilities

Instructors who have questions about how to best incorporate this accommodation into a class or who do not believe an assignment extension is reasonable should consult with Disability Services before making a final decision.

Points to consider in making a final decision include:

- Assess the average time all students are expected to spend on the project relative to the deadline and if the disability situation necessitates an extension beyond this deadline.
- Is it practical to assign the project to the student with disability in advance of other students while keeping the deadline consistent?

Written Follow-Up and Feedback

It is recommended that the student initiate an email to the instructor with a summary of what was discussed and agreed to as being a reasonable deadline extension when applicable.

- Instructors may choose to initiate email rather than wait for the student.
- The email information gives the other person a chance to address any confusion and helps ensure everyone is operating from the same point of view.
- Students and instructors are welcome to include Disability Services on these email exchanges for documentation purposes.