



Extended Time on Assignments

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.

When Extended Time on Assignments is listed on the accommodation letter-The Blue Card, 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 Student Disability Services (SDS) before making such a decision.

There are some situations in which the due dates of assignments/projects cannot be adjusted for an individual student. In such cases, meeting established deadlines would be an essential requirement for the course, and Withdrawal or Incomplete grade may be appropriate options.

Here are some considerations for faculty when determining if it is reasonable to give an extension:

- ✚ 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 SDS if they have concerns with the instructor's decision.

Please sign below:

- ✚ 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 _____

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 SDS 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 this particular student's 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?

*Misuse of this accommodation will result in revoking of the accommodation and a formal meeting will be held between the student, SDS staff, and the faculty member.

Example of this scenario:

Student A meets with their instructor in the first few days of class and informs the instructor that they get extended time on all assignments. The instructor is confused on their wording and decides to contact SDS directly. SDS explains the new policy and refers them to this document. The instructor gets in contact with the student and explains that extended time on assignments is only as needed, and is not a reason to have an extension on all big projects/papers. Student A agrees to this and signs the form.

A few weeks into the semester, Student A emails the instructor that they can't make it to class that day because of a health flare-up. Student A also asks for an extension on the unit 2 paper that is due next week. The instructor refers to this document to conclude if this request is reasonable. After consulting, the instructor informs Student A that they can have an additional week after the deadline. Student A agrees to this in writing (by email).

Final note: Students are **NOT** approved for this accommodation on **all** assignments/group work/presentations/papers. This accommodation is for students who have chronic health conditions that deter them from completing an assignment on time. This is not for students who are designated to have extended time on tests. That is a separate accommodation. Please be sure to identify the difference that is listed on the student's Blue Card.