

This guide is a tool for facilitating communication between faculty and students prescribed the accommodation of “Extended Assignment.” As with all accommodations, “Extended Assignment” supports curriculum requirements; meaning, the accommodation, could affect and be implemented differently for each course. This guide will assist in the understanding of the shared responsibility in effectively executing the accommodation in a timely manner.

Eligibility and Use of Disability Related Assignment Extensions

Students prescribed the accommodation of “Extended Assignment” have disabilities that are episodic and/or unpredictable in nature. The “Extended Assignment” accommodation is intended for students unable to meet the due date(s) of independent, non-group assignments or online discussion board posts due to the direct effects of a verified disability. Precedent indicates that faculty can grant assignment flexibility, regardless of disability, but only after engaging in a thorough process to determine the impact postponing an assignment due date will have given course requirements.

Extended Assignment Accommodation:

- ⇒ The accommodation is only for when disability limitations prevent a student from meeting to date.
- ⇒ Student must request accommodation before the assignment due date is missed.
- ⇒ Faculty are required to provide a student’s prescribed accommodations upon receipt of a Faculty Notification Letter. In collaboration with students, faculty should provide reasonable and clearly articulated guidelines for how students should notify faculty of need of assignment extension as practicable.

Extended Assignment not related to this Accommodation

This accommodation does not apply to coursework extensions unrelated to student’s disability (e.g., common illness, car trouble, etc.) Such extensions should be addressed according to the syllabus. The student is responsible for following the faculty’s syllabus regarding missed assignment deadlines due to non-disability related issues.



Faculty: The Assignment Extension states a number of days prescribed.

- ⇒ **Consider** the following when determining if the extension of days prescribed are reasonable & appropriate given the nature of each assignment. It is important to answer the following questions for each assignment:
 - Are assignments independently completed, i.e. non-group?
 - Do assignments depend on completion of a previous assignment which impacts the next assignment?
 - Will solutions be posted? If so, how soon after the assignment is submitted?
 - How much time is there between assignments?
 - Are assignments used as class content (e.g., problem sets due, peer previews) reviewed after submission during lecture?

Assignment Extension Accommodation is determined unreasonable for one or more course assignments

The answers to the above questions allow faculty and students to have a clear understanding if the full extension is reasonable for any of the assignments. However, if specific curriculum requirements cannot support the specified extension time frame, faculty and student must determine if a time frame exist that will support the curriculum. If at any point the faculty and/or the student have any questions or concerns about the process and/or the provision of this accommodation, the AEC should be contacted immediately to address and resolve them.

2

Student: Notify faculty the need to use the Extended Assignment accommodation as soon as possible or as practicable, before the missed deadline.

⇒ Consult with Faculty to determine their preferred method of notification: Email, canvas message, or phone call.

3

Faculty/Student: Discuss how assignment(s) will be submitted: Canvas upload, email, etc.

⇒ Selected submission method will apply for due dates even if the date falls on a weekend and
⇒ All work must be completed by the last day before grades are due.

Note: if assignment(s) are turned in late, after the coursework extension time frame, the assignment will be subject to grading as a late assignment.

Ability Redefined

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