



Deadline Extension Accommodation

Regardless of a disability, all students are responsible for fulfilling the essential requirements of courses and degree programs, including meeting completion dates for assignments. However, some students have psychological or chronic health disabilities which can impact their ability to complete assignments by the due date. The Office of Access and Inclusion can provide verification that a student has a disability which may address the legitimacy of an extension request, however, the ultimate decision regarding extensions is at the discretion of the instructor.

Determining if Deadline Extensions are Reasonable

The following should be considered for each course:

- What are the essential course requirements?
- Would an extension (or multiple extensions) fundamentally alter the course?
- Does the fundamental nature of the course rely upon timely completion of assignments as an essential method of learning?
- To what degree does a student's failure to submit timely completion of assignments constitute a significant loss of the educational experience for other students in the class?

The accommodation should be provided unless the accommodation threatens the integrity of the course as offered. It is important that the student and course instructor discuss the issue so that the student can then make an informed decision regarding alternatives. Requests for accommodation for deadline extension should be considered on an individual and course-by-course basis.

Accommodating Deadline Extensions

If a student is given a Deadline Extension accommodation due to a disability-related circumstance, the student must work with each professor to determine which assignments and types of timeframes will be allowed without compromising the integrity of the course or program. To help facilitate the discussion and set parameters between an instructor and a student, a Deadline Extension Agreement should be completed by the student and instructor for each course to clarify expectations and set guidelines. This is determined on a case-by-case basis and should be detailed in the Deadline Extension Agreement.

The Deadline Extension Agreement should be completed at the beginning of the semester or as soon as the student presents the accommodations letter to the instructor. This agreement should be established before late assignments or projects have become an issue. Instructors are only required to provide approved disability-related accommodations after receiving an Accommodation Letter and a discussion between the student and professor has taken place.



Deadline Extension Agreement

Student Name: _____

UIN: _____

Instructor Name: _____

Course: _____

Semester: _____

In making a determination regarding an accommodation for deadline extension, two questions must be answered:

- Does the student have a documented disability that directly affects his/her ability to complete assignments or projects on time on a regular basis? Access and Inclusion will make this determination based on a review of documentation from the student's physician or psychologist and provide verification in a letter the student presents to the instructor.
- Are the deadlines an essential part of the class? Would modification of deadlines result in a fundamental alteration of the curriculum? Instructors make this determination in consultation with Access and Inclusion.

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- What are the essential course requirements?
- Would an extension (or multiple extensions) fundamentally alter the course?
- Does the fundamental nature of the course rely upon timely completion of assignments as an essential method of learning?
- To what degree does a student's failure to submit timely completion of assignments constitute a significant loss of the educational experience for other students in the class?
- Is the material being learned in the class sequential? Does each week's material build on the material learned in the previous week(s)?
- Is it possible for students to "work ahead" in this class?

Access and Inclusion requires that students with a disability-related need for deadline extension meet with their instructors to discuss the extent to which deadline extension may be reasonable for a particular class. Following this meeting the student and instructor should have a clear understanding of what accommodations can be made for deadline extension. To facilitate this discussion, this Agreement should be reviewed and completed to clearly set out expectations. A&I staff is available to consult with instructors and students on issues concerning disability and deadline extension and can facilitate the completion of this Agreement.

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What is the maximum deadline extension for each assignment (Be as specific as possible. Avoid vague phrases such as “flexible”, “to be determined”, or “open”.)

Procedure for turning in homework/assignments/projects due (email, in-class, etc.).

If it is thought that timely completion of an assignment or project can be justified as an integral part of how the course is taught and/or how learning is to be demonstrated and measured, there can be a point at which disability-related extensions cannot be reasonably accommodated. If at any point, the instructor and/or the student have any questions or concerns about this process, the Extended Deadline Agreement and/or the provision of this accommodation, Access and Inclusion should be notified as soon as possible so they can address the concerns and work to resolve them. This agreement is valid with an approved deadline extension accommodation and only when both the student and instructor have completed this form together. If necessary, A&I staff, the department chair or other appropriate administrator may also be included in the discussion. The student should provide a copy of the completed and signed Deadline Extension Agreement to Access and Inclusion. Both the instructor and student should retain copies as well. If assignments are not turned in by the terms of the agreement, the student and instructor must meet to discuss an appropriate course of action (such as: student will be granted an incomplete; student will be advised to withdraw from the course; etc.). Access and Inclusion should be informed as soon as possible so they can work with the instructor and student to come to a reasonable solution.

Student Signature: _____

Date: _____

Instructor Signature: _____

Date: _____

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