

## EXTENSIONS ON OUT-OF-CLASS ASSIGNMENTS

**Extensions on Out-of-Class Assignments:** This accommodation may be requested when an episode interferes with the student's ability to complete work in the expected timeframe. It may also apply when an assignment was not listed on the syllabus initially and is given to students with one week or less to complete.

There are some situations in which the due dates of assignments 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 of the course, and a Withdrawal or Incomplete grade may be appropriate options.

Considerations when determining reasonable extensions of assignment deadlines:

- What is the purpose of the assignment?
- Is the material being learned in the class sequentially? Does each week's material build on the information learned in the previous week(s)?
- Are there other lab sections the student could attend to complete the assignment?
- Does the assignment involve teamwork?
- Could missed assignments be turned in via an alternate method i.e., discussion board or e-mail?

### **Student Responsibilities:**

Students are required to present the Memorandum of Accommodation and initiate a conversation with the instructor as soon as possible. Students should notify the instructor when an extension is needed to make necessary arrangements. Students should contact their Accommodations and Accessibility Services Counselor if they have concerns with the implementation of the accommodation.

Points to consider:

- Accommodations are not meant to be retroactive.
- Missed due dates that occur prior to the instructor receiving the Memorandum of Accommodation are not covered. Those missed due dates should be handled in accordance with the course assignment policy.
- Adjusted due dates must be established with the instructor. Assignments cannot be submitted whenever desired.
- Each request should be discussed individually as reasonable lateness may differ per assignment.

### **Instructor Responsibilities:**

Instructors who have questions about how to best implement the accommodation are asked to

consult with Accommodations and Accessibility Services.

Points to consider:

- Is it practical to inform the student of all due dates and course work expectations at the start of the semester?
- What are the existing course practices in addressing mitigating circumstances? How can those practices be modified?

**Written Follow-Up and Feedback:**

The student and instructor should document any modifications to due dates via email. The email information gives each person a chance to address any concerns and helps to ensure everyone is operating from the same point of view. Students and instructors are welcome to include the Accommodations and Accessibility Services Counselor on these email exchanges for documentation purposes.