

## MODIFIED DUE DATES FOR ASSESSMENTS

**Modified Due Dates for Assessment i.e., Tests, Exams, and Quizzes:** This accommodation may be requested when an episode interferes with the student's ability to complete an assessment on the scheduled date. This may also apply when a student may be experiencing side effects of medical treatment.

There are rare situations in which the due dates of assessments 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.

### **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 deadlines that occur prior to the instructor receiving the Memorandum of Accommodation are not covered. Those missed assessments should be handled in accordance with the course policy.
- Adjusted deadlines must be established with the instructor. Assessments cannot be taken whenever desired.
- Each request should be discussed individually as reasonable lateness may differ per assessment.

### **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 deadlines 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**

Instructors are advised to send an email to the student with a summary of what was discussed and agreed to regarding modifications to deadlines.

- The email information gives each person a chance to address any concerns and helps to ensure that everyone is operating from the same point of view.
- Students and instructors are welcome to include the Accommodations and Accessibility Services Counselor on email exchanges for documentation purposes.