

Flexible Assignment Deadlines Guidelines

Overview

Some students have disabilities of an ongoing nature that may require flexibility regarding assignment deadlines. The Center for Disability Access and Resources (CDAR) recognizes that in some cases, allowing assignment extensions beyond those typically allowed in a course is a reasonable accommodation. However, we also recognize there are certain circumstances/specific assignments in which this accommodation would not be appropriate.

What do flexible assignment deadlines accommodations mean?

The lengths of extensions will vary and is based on several factors including the needs of the student and the nature of the assignment.

Instructors are not obligated to provide these accommodations retroactively. The flexible deadlines do not exceed the length of course. All assignments, quizzes, and exams must be completed by the last day of the final exam period (or final date of the class if an 8 week or less course), unless an incomplete has been requested by the student and granted by the professor.

What is the process?

CDAR has established the following procedure for considering requests for flexibility in assignment deadlines:

1. Students with disabilities request accommodations each semester.
2. If CDAR makes a determination that flexible assignment deadlines may be a reasonable accommodation, CDAR approves the accommodation. Instructors are then sent a faculty notification letter via email that outlines all accommodations the student has requested for each course.
3. The student is advised to meet with each instructor and discuss their intent to utilize the flexible assignment accommodation in their course. Each student is informed of the flexible assignment deadlines guidelines and is encouraged to utilize the guidelines and agreement template when meeting with instructors to discuss their accommodations.
4. The student is responsible for scheduling an appointment with each instructor to discuss and come to an agreement on how flexible assignment deadlines will be administered in the course. It is recommended that the student and instructor start their discussion by reviewing the syllabus together, paying particular attention assignment deadline policies and learning objectives and to put into writing the mutually agreed upon arrangement. To assist in this process, an optional flexible assignment deadline agreement template is included with these guidelines.
5. If a disagreement arises on one or more points of the agreement, the student and/or instructor must contact CDAR immediately. In consultation with the student and the instructor, CDAR will then determine the appropriate level of flexible attendance to be granted, if any. Guidance from the

Office of Civil Rights suggests factors considered include, but are not limited to, the student's individual circumstances as well as the following:

- What does the course description and syllabus say regarding assignment deadlines?
- By what method is the final grade calculated?
- Will the assignment be discussed in class at a particular time?
- Does the fundamental nature of the course rely upon assignments being turned in at the designated time?
- To what degree does a student's failure to turn in an assignment by the deadline constitute a significant loss of the educational experience of other students in the class?
- Is there an alternative to provide the student additional time to complete assignments without exceeding the deadline?
- Have exceptions been made for extenuating circumstances to extend deadlines other than disability?

CDAR's determination will be communicated in writing to the student and the instructor.

Instructor Responsibilities:

1. As in all instances of students with disabilities, instructors should not ask about the specifics of the disability and its limitations, but if the student discloses that information, instructors should keep it confidential.
2. Instructors should be available to discuss the accommodations with the student and be clear in their expectations in completing the form discussed above, as the agreement will guide the terms of the accommodation.
3. Instructors should never deny an accommodation approved by CDAR without first contacting CDAR.
4. If, at any time, the instructor has concerns about a requested accommodation, they should contact CDAR as soon as possible.

Student Responsibilities:

1. Students should schedule an appointment and meet with the instructor to have a conversation about flexible assignment deadlines within two weeks from the date on the faculty notification letter.
2. During the meeting, the student should clearly express their needs as they will guide the specific terms of the agreement. To assist in this process, an optional flexible assignment deadline agreement template is included with these guidelines.
3. This accommodation potentially provides relief from meeting specific assignment deadlines should they coincide with a disability flare-up. The student is responsible for notifying the instructor in advance of the assignment deadline of their need to utilize their accommodation for an extension for a particular assignment.
4. The student is responsible for all assignments as outlined in the course syllabus.
5. Students are required to meet all of the course's core learning objectives and curricular outcomes.
6. If, at any time, the student believes an instructor is not honoring the terms of the agreement, the student should contact CDAR as soon as possible. CDAR will then contact the instructor to gather additional information and discuss available options.

7. If the student is unable to meet the terms of the agreement, the student should first visit with their instructor to determine what possibilities exist for additional flexibility, if any. The student or instructor is encouraged to confer with CDAR.

Flexible Assignment Deadline Agreement Form

Student Name: _____ **Date:** _____

Course Name/Number: _____ **Semester/Yr:** _____

Instructor's Name(s): _____

Type of Assignments: (If amount of flexibility will vary depending on the type of assignment, please list the assignment type and flexibility per type below. Types to consider: Daily homework, on-line discussion, class presentation, project, response/reaction paper, research paper, group project, take home exams)

Assignment Type: _____ **Flexibility (# days beyond due date):** _____

Assignment Type: _____ **Flexibility (# days beyond due date):** _____

Assignment Type: _____ **Flexibility (# days beyond due date):** _____

Assignment Type: _____ **Flexibility (# days beyond due date):** _____

Assignment Type: _____ **Flexibility (# days beyond due date):** _____

Assignment Type: _____ **Flexibility (# days beyond due date):** _____

Procedure to notify instructor which assignments will require an extension? (i.e., advance notice for each assignment, or all written assignments get automatic 2-day extension)

Procedure for turning in assignment(s):

It is recommended to sign and keep copies of this agreement to show that both parties agree to the terms and agree to follow the roles and responsibilities as outlined in the flexible assignment deadlines guidelines. It is also recommended to share a copy of this agreement with CDAR.

Student Signature _____ **Date** _____

Instructor Signature _____ **Date** _____