

## **Accommodation: Extra Time on Specific Assignment Agreement Form**

### Definition

Extra Time on a Specific Assignment is a formally approved adjustment (in collaboration with the professor of the course), that allows students with disabilities to submit specific assignments (i.e. paper, projects or other assignments) beyond the set deadline.

### Goal

The purpose of this accommodation is to ensure access and provides flexibility within class policies to ensure that students with disabilities are not disproportionately penalized for exacerbations of their condition, as they may be unpredictable and inevitable despite ongoing health and time management practices. When provided students who need more time to do assignments, are given flexibility with deadlines (usually 1 to 5 days) without penalty. Strict assignment deadlines and punitive grading on late assignments can prevent them from demonstrating their full mastery of class materials.

### Students who receive this accommodation

Students who may need this accommodation include students who take longer to produce assignments because

- Conditions requiring more time to write or use assistive devices.
- Students who have periodic flares of chronic medical or mental illness that may sometimes interfere with meeting deadlines.
- Students with sensory impairments (visual & auditory) that impact how information is processed.
- Students who have conditions affecting focus, attention, and executive function.
- Students who have learning disabilities.
- Students who need frequent rest periods or who can work only for short period of time such as those with concussions, brain injuries or other physical disabilities.

### Extra Time as an Accommodation does NOT mean:

- Open ended deadlines
- Elimination of course deadlines or permission to interval scheduled work at the same time at the end of the semester.
- Permission to submit assignments at the student's convenience.
- Automatic re-weighting of grades for assignments not submitted
- Submitting assignments after answers and/or feedback has been posted
- Unless granted due to disability related to medical/physical flare-ups, extended time does not apply to discussion board posts.

### Clarifying Points:

- Unexpected illness and/or injury may result in the need to consider a withdrawal or incomplete for the class. If so, the college process to do this should be followed.
- Students must realistically factor in their personal circumstances and manage their time effectively to complete assignments. Heavy course loads, employment, family obligation and other personal circumstances are not considered when determining reasonable accommodations.
- Reasonable accommodations are modifications or adjustments to the learning environment that enable students with disabilities to have equal access to education. Accommodations are designed to remove barriers that prevent students from fully participating in academic activities.
- Reasonable accommodations cannot fundamentally alter the integrity of college courses and/or programs. Students are still responsible for meeting the academic demands of their classes.

### Student Responsibilities

Students with an assignment extension accommodation must do the following:

- Students must activate their semester requests each time they register for new classes as soon as possible. This prompts OAS to notify your professors that you are registered with our office and receive accommodations.
- Reach out to the OAS office immediately if there is an issue with implementing your accommodation or adjustments/changes are needed.
- It is the student's responsibility to contact the instructor via email as early as possible and request to use the accommodation of extended time on a specific assignment.
- In the email, communicate the need for an extension on the specific assignment to the professor and copy the Office of Accessibility (OAS).
- Students will adhere to the agreed upon plan to complete work by the agreed upon alternate timeline.
- Students provide appropriate documentation to OAS .
- Extensions are not automatic and failure to communicate with the professor can result in loss of points for the assignment unless there is a disability related emergency.
- Extensions are generally a short period of time (1-5 days) unless agreed otherwise with the instructor.
- Contact OAS for additional support if needed.

## Faculty Responsibilities

- Understand that students approved for this accommodation have met with an OAS disability specialist and provided adequate documentation necessitating the need for this accommodation.
- Implement the accommodation when the student communicates their need and communicate directly with the student regarding any logistical components.
- Please provide timely responses to the extension requests and written confirmation of new due dates.
- If a faculty member disagrees with a requested extension, they should immediately contact the disability specialist who sent the letter of accommodations, and they can help resolve your concern.
- The disability specialist can also assist with determining a reasonable length of time for an extension or with reviewing medical documentation and verifying the disability related need for an extension.

## Office of Accessibility (OAS) Responsibilities

- Once a student activates their semester request, OAS will send an accommodation letter to their professors via email.
- An interactive process with students and/or faculty will be provided as needed under the following circumstances:
  - Student requests OAS involvement
  - Instructor has concerns about compromising essential elements of instruction or if the instructor feels the accommodation fundamentally alters course requirements
  - Student requires additional support
  - Should there be a disagreement or concern at any time during the semester
- Taking in the student needs and instructor concerns, the OAS office will determine what is reasonable throughout the interactive process.

I confirm that I have read and understood the Extra Time of Specific Assignment Accommodation Agreement and agree to comply with my responsibilities as outlined.

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Student Name/ EMPL ID

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Date

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Instructor/ Course

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Date

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OAS Disability Specialist

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Date