

Extended Time on Assignments

Accommodation

The purpose of this policy is to confirm that extended time on course assignments may be a reasonable accommodation in certain situations because one's disability, including but not limited to medical or clinical situation, poses challenges with completing the assignment deadlines. Through its established process, DSPS will consider extended time to submit assignments as an accommodation upon notification from the student. Note that students must factor in the reality of their own personal situation and use time effectively to complete assignments. This accommodation does not correct poor time management skills or decision-making unrelated to a student's disability.

Student Responsibilities

- Make a request for extended time on assignments as an accommodation to the DSPS counselor.
- Provide DSPS verification of the disability-related need for extended time on assignments.
- Engage in an interactive process with DSPS. As a part of that process it may be necessary to discuss different types of assignments individually as reasonable extensions may differ by assignment.
- DSPS requires students to present the accommodation letter and initiate a conversation with the instructor upon receiving DSPS approval for extended time on assignments.
- Deadline date adjustments must be arranged with the instructor and DSPS counselor consistent with the approved accommodation. Assignments cannot be submitted whenever desired.
- Assignments cannot be turned in after the semester concludes and grades are posted (whichever comes first), unless DSPS approves this as part of the accommodation.
- Accommodations are not meant to be retroactive. Missed assignments that occur prior to the instructor receiving the accommodation letter are not covered under the accommodation process. DSPS recommends that those missed assignments be handled in accordance with the course assignment policy.

DSPS Responsibilities

Upon request by the student, DSPS will determine if the accommodation of extended time on assignments is an approved academic adjustment through an interactive process with the student and will consider the following when making the determination:

- The nature and extent of the student's disability.
- How the student is impacted by the disability.
- The individual needs of the student, educational functional limitations and circumstances surrounding this request.
- Any information provided by the student recommending that he or she receive extended time on assignments.
- Relevant information in the student's College record.
- Additional documentation that the student provides.
- The average time all students are expected to spend on assignments relative to the applicable deadlines and if the requesting student's disability necessitates an extension beyond these deadlines.
- If this accommodation would be a fundamental alteration of the course.