

Guidelines for Extended Time on Assignments

Disability Support Programs for Students (DSPS)

Accommodation

The purpose of the guideline 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 situations, contributes to challenges with completing assignments by the 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 their 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 Form to their instructors upon DSPS approval for extended time on assignments. The student will notify the DSPS counselor each time they require an extension on an assignment and provide the DSPS counselor with the requested information. The DSPS counselor will then reach out to the instructor on the student's behalf.
- 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).
- Accommodations are not meant to be retroactive. Missed assignments that occur prior to the instructor receiving the Accommodation Form are not covered under the accommodation process. Exceptions may be considered for disability related crises.

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 they 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.
- The DSPS counselor will coordinate communications throughout the interactive process.