

Office for Accessible Education

Consideration for Due Date Extensions

Students have the responsibility for completing all class work and are expected to meet all deadlines for assignments and tests. Faculty have the right to establish late work policies. Under certain conditions, however, extended time to complete assignments and/or projects may be an appropriate accommodation.

This may be reasonable accommodation for students who have a disability/diagnosis which can be unpredictable in nature and who sometimes experience disability exacerbations outside of their control. When the student experiences an exacerbation of the disability-related condition, the student may be unable to submit or complete an assignment. The student is to notify the instructor as soon as reasonably possible (on or before the due date) to make arrangements for the extension.

This accommodation does not provide unlimited time or extensions for all assignments.

Students who are most likely to request deadline extensions are those with chronic health-related disabilities with acute symptoms that flare up episodically. This might include students with lupus or fibromyalgia, sickle cell anemia, seizure disorders, cancer, migraines, and conditions requiring dialysis. Students with mental health disabilities may experience severe exacerbation of symptoms that adversely impact their ability to function academically.

When is Extra Time to Complete Assignments/Projects Not Reasonable?

There are some classes in which the due dates of assignments and/or projects cannot be adjusted for an individual student without resulting in fundamental changes to the course design. These tend to be classes that utilize group work or require ongoing discussion board discourse (posts, responses to discussion or readings), and failure to complete an assignment/project on time would compromise the educational experience of other students in the class. If the instructor believes the requested due date extension poses a difficulty in maintaining the credibility of the course, if submitting assignments late impacts the fundamental learning outcomes of the course or if a student's failure to submit work on time constitutes a significant loss to the educational experience of other students in the class, this will not be considered a reasonable accommodation.

Some students may register with the OAE late in the term or wait to give instructors notification of their accommodations. Instructors are not obligated to provide accommodations retroactively.

Process for Use of Extension on Course Assignments

1. Student notifies the instructor of their approved accommodations through ClockWork.
2. Instructor receives email notification regarding the new accommodation letter in ClockWork. The instructor should access ClockWork to view and acknowledge the student's accommodation letter. If there are questions or concerns about an accommodation, the instructors should contact the student's Accessibility Coordinator as soon as possible. Student and instructor meet/communicate to discuss the applicability of this accommodation, reasonable extensions and the process by which the student should notify the instructor of the need for an extension on a particular assignment.
3. Student and instructor implement the plan they decided upon. They should check-in and update the plan as necessary.

Student Responsibilities

1. Meet all core learning objectives for each class, including course content covered or work done during any absences.
2. Keep up with the class and complete all coursework.
3. Meet with instructors to discuss if or how due dates on assignments/projects may be modified as needed for a particular class. (Understand that modified extensions on assignments/projects might not be appropriate or reasonable in some classes.)

Instructor Responsibilities

1. Inform students of their class policy for late or missed assignments.
2. Engage in an interactive process with OAE to discuss a reasonable policy for extensions on assignments/projects. Instructors should never deny an accommodation authorized by OAE without first consulting with our office.
3. Establish clear expectations with the student about how assignment deadlines and instructor notification will be handled in case of disability-necessitated absences.