

## Office for Accessible Education

### Modified Deadlines for Assignments

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.

Students who are most likely to request deadline extensions are those with chronic health-related disabilities with acute symptoms that flare up episodically. For such students, the disability may occasionally affect their ability to complete assignments and projects as quickly as needed. 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 affect their ability to function academically.

Federal law requires universities to consider reasonable modification of academic policies if necessary to accommodate a student's disability. In making this determination, two questions must be answered:

1. *Does the student have a documented disability that directly affects his/her ability to complete academic tasks as quickly as needed?* The Office for Accessible Education (OAE) will make this determination based on documentation of functional limitations and need for accommodation.
2. *Would modification of deadline policies result in a fundamental alteration of the curriculum?* Faculty make this determination in consultation with the OAE.

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

There are some classes in which the due dates of assignments/projects cannot be adjusted for an individual student without resulting in fundamental changes to the course design. These tend to be classes that utilize team-based work, and failure to complete an assignment/project on time would compromise the educational experience of other students in the class. In such cases, meeting set deadlines would be an essential requirement for the course—the student may need to consider a course withdrawal or incomplete grade as other options.

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

### Process for Use of Extension on Course Assignments

1. Student notifies the Professor of their approved accommodations through ClockWork.
2. Professor receives email notification directing them to review the accommodation letter in ClockWork. Professor accesses ClockWork to view and acknowledge the Student's accommodation letter. If there are questions or concerns about the reasonability of an approved accommodation, the Professor contacts the Student's Accessibility Counselor in the OAE ([oea@loyno.edu](mailto:oea@loyno.edu)).

3. Student and Professor meet/communicate to discuss the available modifications and document the agreed upon changes in writing for future reference. Both Student and Professor should retain a copy of the modified policies.
4. If the Student has concerns or questions regarding what the Professor has indicated in the agreement, the OAE will resolve these issues with conversations between instructor and/or student.

### **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. (The accommodation of extensions on assignments/projects does not mean the Student will automatically get an extension for work that is due on a day that they are absent. This also does not cover exam days.)
3. Discuss with Professor if or how the modified extensions on assignments/projects policy may be modified for a particular class. (Understand that modified extensions on assignments/projects might not be appropriate or reasonable in some classes.)

### **Instructor Responsibilities**

1. Inform Student of the 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. Professor should never deny an accommodation without first consulting our OAE.
3. Establish clear expectations for how classroom attendance, missed quizzes/exams, assignment deadlines, and notifications will be handled in the event that disability-related absences occur.