

Assignment Accommodations

Students need to be aware that exceptions to deadlines may not always be possible, given the nature of the individual course, curriculum, or program. Students are required to meet with their instructors early in the semester to discuss this accommodation. This accommodation should not interfere with the essential elements or fundamentally alter the essential requirements of a course or program. The student is expected to consult with the instructor when these instances occur. Consultation between the Office of Accessibility, the student, and the instructor, to determine what constitutes as reasonable flexibility and what qualifies as the essential elements, is encouraged.

Please note, the Instructor Agreement Form is not intended to be a negotiation for accommodations, and students are not required to negotiate to use their accommodations. The purpose of the form is to help students and instructors determine appropriate use of the accommodation for each course. The Office of Accessibility requests that students prioritize completing the instructor agreement form once they have discussed accommodations with their instructor, as soon as possible in the semester, even if there is a chance that the student may not end up needing to utilize the accommodation. The use of accommodations is dependent on the impacts of disability, and given that impacts are not always predictable, students should plan as if they might need to use the accommodation at some point and complete the instructor agreement form each semester. However, the student has the right to request their accommodation(s) and request to discuss their accommodations and complete the instructor agreement form, at any point in the semester. If a student delays the completion of the instructor agreement form, they should anticipate that the accommodation may not be applicable or reasonable, depending on the point in the semester in which they decide to work with their instructor to complete the agreement. The Office of Accessibility is always available to assist students in these conversations and is available for consultation when determining reasonable flexibility and use of accommodation(s).

Student Responsibilities Each Semester:

It is critical students with an assignment accommodation understand and adhere to the following expectations:

- **Students should anticipate the possibility of a delay in the use of assignment accommodation(s) if they do not adhere to the implementation of policies and procedures of the accommodation(s). The failure of the student to meet with the faculty member could prohibit the ability to provide the requested accommodation.**
- All students, including students who have an assignment accommodation, must meet the fundamental objectives and essential requirements of the class in order to successfully complete the course. This may mean, turning in assignments on the original date designated by the faculty member.
- Students should familiarize themselves with individual course assignment deadlines and observe those submission deadlines, as often as possible. Extensions for submitting assignments cannot be guaranteed and will be considered on a case-by-case basis, with the instructor.
- Time extensions should only be used in the event students are experiencing an exacerbation in the symptoms of their disability and is not intended to be used for every assignment.
- Student should be advised that the duration of an assignment extension may vary, depending on the semester. For example, during summer sessions, an instructor may offer a shorter assignment extension, due to having fewer weeks for students to complete all course requirements.

- In the case of assignment extension accommodations, students should be aware that not all assignments (ex. group work) are appropriate for a time extension.
- Students should be aware that time extensions cannot extend past the end of the current semester and that a consideration for an In Progress/Incomplete is at the sole discretion of the academic department and based on the standards in place within the academic department.
- Students are required to review the Assignment Accommodations Supplement and sign the Assignment Accommodations E-Agreement each semester as it relates to these accommodations.
- Students are required to communicate with their instructors to discuss assignment accommodations for their individual courses. Following the conversation, students are required to complete the online *Assignment Accommodation Instructor Agreement Form* each semester and within two weeks of the accommodation letter being sent.
 - Upon completing the form, a copy will be sent to the instructor for review. The instructor will have the opportunity to verify that the completed form accurately reflects the discussion had with the student, and ensure the agreement includes the details of the assignment accommodation arrangements, for the course. In the event the instructor feels the agreement form does not accurately outline the agreed upon terms, they will have the ability to request revisions or further discuss the accommodations with the student.
- At the start of the semester, students are required to develop a basic communication script, in conjunction with their instructor and Disability Specialist. This script can be used as a template and sent when the student experiences an exacerbation of their disability related symptoms. This is intended to keep the lines of communication open, while also providing the student with a clear plan for when they are experiencing an exacerbation in the symptoms of their disability.
- Students are expected to inform their instructor when they need an assignment extension, due to an exacerbation of their disability related symptoms. Students should notify their instructor as soon as possible, and prior to the assignment due date, when possible.
- Unless otherwise specified (e.g., 24 hours), it is the student's responsibility to work with their instructor to determine a reasonable time extension for each individual assignment for which they are requesting an extension.
- Students should anticipate the possibility of a delay in the use of assignment accommodation(s) if they do not adhere to the implementation of policies and procedures of the accommodation(s).
- Students should understand that use of the assignment accommodation is not retroactive and is contingent on discussing the expectations and implementation of the accommodation(s), with the instructor(s).
- The Office of Accessibility is available for consultation if the instructors become concerned that the number of time extensions requested may begin to fundamentally alter the essential elements of the course. The faculty member, Disability Specialist, and student can discuss what options are available to the student at that time.

Discussion points for student, Disability Specialist, and Instructor

- Would modification of assignment deadlines be a fundamental alteration of the course or curriculum?
- Are there specific assignments, which have unmovable dates, and would not be permitted for the assignment extension?
- How many time extensions throughout the semester would be considered reasonable for a student to still be able to meet the fundamental objectives and essential requirements of the course?
- What is considered reasonable advanced notice of a student's intention to utilize a time extension on an assignment?